

EXECUTIVE COMMITTEE MINUTES

CRTO Executive Committee Meeting Minutes

Scheduled on *September 6, 2024*, from 1:00 pm to 3:00 pm

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – *September 6, 2024*

PRESENT: Lindsay Martinek, RRT, President, Chair
Kim Morris, Public Member, Vice-Chair
Derek Clark, Public Member
Jody Saarvala, RRT

STAFF: Carole Hamp, RRT, Registrar
Shaf Rahman, Deputy Registrar
Abeeha Syed, Professional Conduct Associate

GUESTS: Michelle Causton, Chair of Finance & Audit Committee
Pappur Shankar, Member of Finance & Audit Committee

REGRETS: Jeff Dionne, RRT
Kelly Munoz, RRT, Member of Finance & Audit Committee

1.0: WELCOME & LAND ACKNOWLEDGEMENT

The meeting was called to order at 1:01 pm, and the land acknowledgement was made. Members of the Finance & Audit Committee (FAC) joined the meeting.

2.0: CONFLICT OF INTEREST DECLARATION

There was no conflict of interest declared.

3.0: APPROVAL OF AGENDA SEPTEMBER 6, 2024

The Committee reviewed the meeting agenda for September 6, 2024.

MOTION # 3.0 MOVED BY, Derek Clark, and SECONDED BY, Jody Saarvala, RRT, that the Executive Committee approve the meeting agenda for September 6, 2024.

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MOTION # 3.0 CARRIED

4.0: APPROVAL OF THE MAY 17, 2024 MINUTES

The Committee reviewed the meeting minutes from May 17, 2024.

MOTION # 4.0 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Kim Morris, that the Executive Committee approve the minutes from May 17, 2024.

MOTION # 4.0 CARRIED

5.0: STRATEGIC ISSUES

5.1 REVISED INVESTMENTS POLICY

Shaf Rahman presented the revised Investments Policy. The Committee reviewed and asked clarifying questions about the content of the investment policy regarding the allocation of funds section and equity realignment. Under the Investment Manager section, there was a suggestion that the wording be changed to read 'the current investment policy is as follows' rather than 'investments guidelines are as follows'.

MOTION # 5.1. MOVED BY, Kim Morris, and SECONDED BY, Derek Clark, that the Executive Committee approve the revisions to the Investments Policy and forward it to Council for final approval.

MOTION #5.1. CARRIED

6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

6.1 CRTO UPDATE REPORT

Staff presented the CRTO Update Report.

6.2 MID-YEAR FINANCIAL PROJECTIONS

Carole Hamp presented the Mid-Year Financial Projections. The Committee discussed communication with the membership regarding the CRTO's endeavours at cost adjustments to lower the budget. It was proposed to provide joint messaging between the College and Council President.

6.3 MEMBERSHIP FEE REVIEW

Shaf Rahman presented the Membership Fee Review.

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MOTION # 6.3 MOVED BY, Derek Clark, and SECONDED BY, Jody Saarvala, RRT, that the Executive Committee recommend that Council waive the membership fee increase for the 2025/26 fiscal year.

MOTION # 6.3 CARRIED

6.4 FINANCIAL STATEMENTS

The Committee reviewed the financial statements from March 1, 2024, to August 31, 2024. The Committee raised questions about Line 8 – Membership and Dues being under budget by 12.2%, which is incorrect based on the dollar amount. Staff will investigate and make a correction.

MOTION # 6.4 MOVED BY, Derek Clark, and SECONDED BY, Lindsay Martinek, RRT, that the Executive Committee approve the quarterly financial statements for March 1, 2024, to August 31, 2024.

MOTION # 6.4 CARRIED

6.5 INVESTMENT PORTFOLIO

The Committee reviewed the investment portfolio. There was a suggestion to add more detail about the investment portfolio as an appendix for the FAC and Executive Committees to review as needed.

MOTION # 6.5 MOVED BY, Derek Clark, and SECONDED BY, Kim Morris, that the Executive Committee approve the investment portfolio

MOTION # 6.5 CARRIED

6.6 DRAFT COUNCIL AGENDA SEPTEMBER 13, 2024

The Committee reviewed the Draft Council Agenda for September 13, 2024.

MOTION # 6.6 MOVED BY, Jody Saarvala, RRT and SECONDED BY, Kim Morris, that the Executive Committee approve the draft Council Agenda for September 13, 2024.

MOTION # 6.6 CARRIED

7.0: BUSINESS ARISING

There are no items for this meeting.

8.0: NEXT MEETING

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Next Executive Meeting:

TBD

Location:

Virtual meeting via Zoom.

9.0: ADJOURNMENT

Adjournment

The September 6, 2024, Executive meeting adjourned at 2:48 pm.