



# Board of Directors Meeting Minutes

October 26, 2021 – Annual General Meeting

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## Public Session

Present:

C. Young	President
N. Pfeiffer	Vice President
B. Bradshaw	Secretary & Treasurer
G. Taylor	Chief Executive Officer
N. Aubertin	Safety Officer
S. Nobles	Transportation Manager
S. Sleeth	Manager of Finance & Administration
R. Fraser-Kealey	Communications Coordinator ( <i>recording</i> )
GUESTS:	
L. Huber	Auditor, KPMG

## 1) Approval of Minutes

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*MOVED BY: N. Pfeiffer*

*SECONDED BY: C. Young*

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*That the minutes of the Meeting of the Board of Directors of Tri-Board Student Transportation Services held in public session on November 13, 2020 be approved.*

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**CARRIED**

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## 2) Review of Financial Statements

S. Sleeth reviewed the Financial Statements for the year ending August 31, 2021.

## 3) Audit Findings Report

L. Huber, KPMG reported the audit findings and noted no significant findings.

## 4) Key Service Indicator Report

S. Nobles reviewed the Key Service Indicator Reports and there were no follow up questions.

## 5) Ministry Survey and Route Simulation Project

Tri-Board is preparing to participate in the province-wide route simulation project headed by the Ministry of Education.

## 6) Sale of Napanee Office

The office located at 81 Dairy Avenue in Napanee Ontario has been sold as of December 1, 2021. By Special Resolution, Tri-Board's head office has been moved to ALCDSB's board office address located at 151 Dairy Avenue in Napanee Ontario. A mailing address will be set up at the Post Office in Napanee Ontario.

## 7) Signing of Resolutions

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*MOVED BY: C. Young*

*SECONDED BY: N. Pfeiffer*

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*That the Resolutions of the Board of Directors and Members be approved and signed.*

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**CARRIED**

## 8) Additional Agenda Items

### a) Driver Shortage

Some bus routes are being cancelled because of a lack of professional bus drivers. The bus driver shortage is a pre-existing, province-wide concern which had not affected Tri-Board services until compounded by the pandemic. Bus Operators have been asked to rotate route coverage to even out disruption.

### b) Corporate Transparency

Tri-Board's corporate structure will be accessible on the Tri-Board website as of December 1, 2021. Although not required, Minutes from the Board of Directors Meetings will be accessible on the Tri-Board Website, beginning with the 21-22 AGM Minutes, once approved.

### c) Policy and Procedure Review

Internal policies and procedures will be provided to the Board of Directors for review.

## Adjournment

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*MOVED BY: C. Young*

*SECONDED BY: N. Pfeiffer*

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*That the Board of Directors Meeting of the Tri-Board Student Transportation Services move into private session.*

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**CARRIED**

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*CRAIG YOUNG Breanne Bradshaw*

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**Craig Young**  
President

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**Breanne Bradshaw**  
Secretary & Treasurer

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**Nick Pfeiffer**  
Vice President