

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY**  
**MINUTES OF THE 377th REGULAR MEETING OF THE BOARD OF GOVERNORS**

**DATE:** December 10, 2003  
**TIME:** 5:09 p.m.

**PLACE:** Community Room  
Oshawa Campus

**IN ATTENDANCE:**

**GOVERNORS:** Garry Cubitt, Chair  
Joanne Burghardt  
Karen Hodgins  
JoAnne Horruzey  
Denise Jones  
Deborah Kinkaid  
Gail MacKenzie  
Mark Moorcroft  
Phillip (Rocky) Simmons  
Lorraine Sunstrum-Mann  
Karen Tull  
Gerry Warman

**PARTICIPANTS:** Peter Bagnall  
Joanna Campbell  
Christa Colyer  
Manon Lemonde  
Beth Wilson  
Doug Wilson

**PRESIDENT:** Gary Polonsky

**SECRETARY:** Cathy Pitcher

**RECORDING  
SECRETARY:** Claire Boddaert

**SENIOR STAFF:** Ralph Aprile  
Bev Balenko  
Michael Finlayson  
Margaret Greenley  
Richard Levin  
Ann Mars  
Judy Moretton  
Gerry Pinkney  
Don Sinclair  
Terry Slobodian  
John Woodward

**REGRETS:**

**GOVERNORS:** Paul McErlean  
Patrick McNeil  
Mike Shields

**PARTICIPANTS:** Pierre Hinse

**CALL TO ORDER**

The Chair called the meeting to order at 5:09 p.m.

**REGRETS**

The Chair noted regrets from Governors Paul McErlean, Mike Shields, participant Pierre Hinse, and acknowledged the Governor Patrick McNeil will be arriving later.

**INTRODUCTION OF GUESTS**

The Chair acknowledged Jackie Lawrence, second year Journalism student; Terry Caputo, Director of Finance, DC; and Craig Loverock, Director of Finance, UOIT.

**ADDITIONS/DELETIONS TO THE AGENDA**

None was noted.

**CONFLICT OF INTEREST DECLARATIONS**

None was noted.

**APPROVAL OF THE MINUTES**

There being no errors or omissions in the minutes of the Regular Board meeting of November 12, 2003, the Chair declared the minutes accepted as presented.

**ACTIONS ARISING FROM PREVIOUS MINUTES**

Garry Cubitt advised that the draft Strategic Plan will be distributed to the Governors by the end of the week of December 10, 2003.

The Chair has sent a letter, on behalf of the Board, to Jeanette Barrett and her team expressing congratulations on winning two silver Minister's Awards for Excellence for the Job Connect Program, the only College to win two awards.

**DECISION ITEMS**

**Affirm Decision Item(s) from Joint Boards of Governors' Meeting**

**Audit and Finance Committee Approvals for 2003**

Moved by Denise Jones

Seconded by Mark Moorcroft

MOTION  
#4756

"That the Board of Governors of Durham College of Applied Arts and Technology hereby approve all the decisions and acts made, undertaken, and executed by the Audit & Finance Committee of the Board during 2003."

CARRIED

**ACKNOWLEDGEMENTS AND REPORTS**

None was noted.

**CONSENT CALENDER**

No question or comments noted.

Karen Tull arrived at 5:11 p.m.

### **INTERIM FINANCIAL REPORT**

Terry Caputo reported on the statement for the eight months ended November 30, 2003. Terry advised that we are on course and have had the best month ever. Total College Programs/Services/Ancillary is positive \$816K, Corporate Training is positive \$1.2M and overall we are showing a positive of \$2.034M.

Terry had included the Change in Net Surplus (Deficit) Compared to Budget chart, and noted that the College actual has been better than expected for the eight months ended November 30, 2003.

Denise Jones inquired if it had been decided that the Cash Flow be a monthly statement to the Board. Gary Polonsky confirmed that it had been decided to present this quarterly to the Board. Denise requested if this could be changed to monthly.

**Action:** Cash flow statement to be presented to the Board monthly starting January 2004.

### **COMMUNITY INFORMATION – COMMENTS AND QUESTIONS**

None was noted.

### **DISCUSSION ITEMS**

None was noted.

### **REPORT OF THE PRESIDENT**

#### **Call for nominations for ACAATO Executive Committee**

Gary Polonsky advised that ACAATO was requesting nominations for its Executive Committee and if Governors were interested to please let Cathy or Gary know.

### **TERMINATION OF MEETING**

There being no further business the meeting was terminated at 5:14 p.m.

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Garry Cubitt, Chair

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Gary Polonsky, President