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Email Sent to: A. Ackerman, B. Kulmatycki, D. Fajemisin, F. Rashid, J. Fox-McGuire, K. MacDonald, K. Mason-Bennett, L. Archibald, M. Gilbert, R. Kaur, S. Kaur, S. McLeod, and T. Holte.

- Special Email Vote:** A request to vote by email sent June 22, 2020, at 9:20 am by H. Larden on behalf of Board Chair, T. Holte. A copy of the Q1 Financial Forecast, including the Forecast Confirmation document, was attached to the email. These documents were also uploaded to D2L in order to be available for review by the Board.
- Q1 Financial Forecast (April 1, 2020 – June 30, 2020):** A request to vote and supporting documentation were sent by email on June 22, 2020, to approve the Q1 Financial Forecast and for the Board Chair to sign the Forecast Confirmation document. Once approved, the forecast and confirmation will be sent to the Ministry of Advanced Education, Skills, and Training. Included in the email was the following write up regarding the Q1 report:

For your approval is the Q1 Forecast Report. This is the format that the budget gets submitted to the Ministry in. We have taken the 20-21 Budget approved by the board on March 18, 2020 and entered it into the Ministry template.

The Ministry is well aware that it is too early to provide comprehensive analysis of our projected financial operations for the year in Q1, therefore I have added detailed notes on Page 9 outlining the assumptions and effects of Covid-19 on NLC to date. This information was presented to the board on May 20, 2020.

Over the summer I will be working with all budget managers to start to adjust the 20-21 Budget, and by late August we will be in a better position to accurately predict fall enrollment. A revised budget will need to be approved by the Board in September which will then be reflected in the Q2 Forecast and submitted into the Ministry.

*Anndra Graff, B.Comm., CPA CA
Vice President Finance and Corporate Services
Northern Lights College*

3. Voting: "I Accept" votes were received from:


- A. Ackerman (mover)
- J. Fox-McGuire (second)
- L. Archibald
- F. Rashid
- R. Kaur
- S. McLeod
- K. MacDonald
- K. Mason-Bennett
- D. Fajemisin
- S. Kaur
- M. Gilbert

The motion was passed (carried).

2020/045 Ackerman/Fox-McGuire

THAT the NLC Board of Governors accepts the Q1 Financial Forecast as presented, and that the NLC Board Chair signs the Forecast Confirmation document to the Ministry of Advanced Education, Skills and Training. CARRIED


T. Holte
Board Chair


Holly Larden
Executive Assistant to the President & Board