**105th Meeting of the Provincial Apprenticeship and**

**Certification Board**

**Conference Call**

**April 10th, 2019**

**MINUTES**

**Board Members Present:**

* David Harris, Chair
* Sandra Bishop, Director of the Apprenticeship and Trades Certification Division
* Tyson Stanley Hedge, Employer Representative
* Karen Rowe, At-Large Representative
* Mona Morrow, At-Large Representative, Alternate
* Joann Greeley, Employer Representative
* Jennifer Hillier, Employer Representative, Alternate

**Board Member Regrets**:

* Karen Walsh, At-Large Representative
* Craig Randell, Employer Representative

**Recording Secretary:**

* Paula Dobbin – Administrative Officer
1. **Call to Order:**

Chair, David Harris welcomed all members and called the meeting to order

1. **Quorum/Attendance:**

Chair confirmed that there was a quorum

1. **Approval of Agenda:**

**MOTION:**

**A motion was passed by Tyson Hedge and seconded by Mona Morrow to approve the agenda as presented.**

1. **Approval of Minutes from the 104th PACB Meeting**

**MOTION:**

**A motion was passed by Joann Greeley and seconded by Karen Rowe to adopt the minutes of the 104th meeting as presented.**

1. **Business Arising from Minutes**
2. Action items:
* Follow up with College as to the time line that is permitted to teach materials
	+ Addressed next meeting
* CNA Instructors Certificate
	+ Addressed next meeting
* Labour Market Statistics
	+ Addressed next meeting
* List of courses that do not provide a workterm
	+ Addressed next meeting
1. **Routine Business:**
	1. **Plans of Training (POT) – N/A**
	2. **Accreditation Agenda Items – N/A**
	3. **List of Advisory Committee Activities – N/A**
	4. **Divisional Update – N/A**
	5. **Online Training – N/A**

**7**. **New Business**

 **a**. Aircraft Maintenance Engineer (AME) Occupation as a Provincial Trade

**MOTION:**

* **A motion was passed by Tyson Hedge and seconded by Mona Morrow to approve the application and move to the next step for Aircraft Maintenance Engineer (AME) Occupation to become designated as a as a Provincial Trade**

**8**. **Action Items – N/A**

**9. Date and location of next meeting**

* April 24, 2019 – Conference Call

**Adjournment**

**MOTION:**

**A motion was passed by Tyson Stanley Hedge and seconded by Mona Morrow to adjourn the 105th meeting.**