

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION
Association des administrateurs et des administratrices d'affaires des écoles catholiques de l'Ontario

M I N U T E S

2006 ANNUAL GENERAL MEETING

Friday September 22, 2006
White Oaks Resort & Spa
Niagara-on-the-Lake, Ontario

President Shaun Redmond opened the 52nd Annual General Meeting of the Association. The 2005-2006 Board of Directors were present as follows:

Present:

President:	Shaun Redmond
Vice-President	Wally Easton
Past President:	Bruce Gazely
Directors:	Doug Campbell
	Chris Demers
	Joyce Mercier
	Jane Morrison
Executive Director:	Tom Kelly
Past Executive Director:	Norm Fortin

1. Call To Order

President Shaun Redmond called the meeting to order at 10:45 a.m.

2. Opening Prayer

President Shaun Redmond opened the meeting with a prayer.

3. Approval of Agenda

Motion: That the agenda for the OCSBOA 2006 Annual General Meeting be approved.

Moved by: Jim Talbot Seconded by: Jim LoPresti

Carried

4. Approval of 2005 AGM held on September 23, 2005

Motion: That the Minutes of the OCSBOA Annual General Meeting held on September 23, 2005 be approved as presented.

Moved by: Hugh Lee Seconded by: Katie Johnson

Carried

5. **President's Report**

President Shaun Redmond presented his report to the membership on the activities and achievements during the past year. Shaun pointed out the appropriateness of this year's conference theme "We Make A Difference As Leaders In Catholic Education". Shaun gave special thanks to outgoing Executive Director, Norm Fortin for "assisting the Board to keep the organization's momentum". President Shaun's complete report is attached as Addendum #1.

Motion: That the President's Report be received.

Moved by: Donna Tonizzo

Seconded by: Dan Duszczyzyn

Carried

6. **Executive Director's Report**

Executive Director Norm Fortin presented his report to the membership. Norm indicated that membership has declined steadily since 2001. He called on the Association to "strive to provide opportunities of interest, involvement and professional development for our members, to maintain a dynamic organization. **Maintaining an effective association requires a cooperative effort from all its members**". He also recognized Marie Osborne, secretary to OCSOA, for her assistance with our secretarial needs. Norm's report is attached as Addendum #2.

Motion: That the Executive Director's Report be received.

Moved by: Jim Talbot Seconded by: Gerry Thuss

Carried

7. **Auditors' Report**

7.1 Auditors' Report

The Auditors' Report for the fiscal year September 1, 2005 to August 31, 2006 was published in the 2006 Conference Reports Package and circulated to the membership. The report was prepared by Dan Duszczyzyn.

Auditor Dan Duszczyzyn indicated that the Financial Health of the Association was due to many years of excellent financial management by Executive Director, Norm Fortin.

Motion: That the Internal Auditors' Report for the fiscal year September 1, 2005 to August 31, 2006 be approved as presented.

Moved by: Jim LoPresti

Seconded by: Marilyn Midlidge

Carried

7.2 Appointment of Auditors for 2006 – 2007

Motion: That Gerry Thuss be appointed Auditor for the fiscal year September 1, 2006 to August 31, 2007.

Moved by: Dan Duszczyzyn

Seconded by: Ryan Putnam

Carried

8. **Committee Reports**

Motion: That the following reports be received and approved as presented:

Moved by: Dan Duszczyzyn

Seconded by: Marjorie Geiss

Carried.

8.1 **Assessment/Admissions Committee**
Joyce Mercier, Committee Liaison

**8.2 Constitution @ By-Laws
Bruce Gazley, Past President**

The following By-Law amendments were presented.

8.2 A – By-Laws Article 1.7 – Duties of Officers:

The Board of Directors recommends to the membership that the cheque signing limits in Article 1.7 (i) and (ii) be increased from \$500.00 to \$2,000.00.

Amended - ARTICLE 1.7- The following officers are authorized to sign cheques:

- (i) cheques not exceeding \$2,000.00, one signature of either the President, Vice President or Executive Director except a signing officer may not sign a cheque payable to himself / herself.
- (ii) cheques in excess of \$2,000.00, any two signatures of the President, Vice-President, Executive Director.

Moved by: Katie Johnson
Carried.

Seconded by: Ryan Putnam

8.2 B – By-Laws New Article 1.8 - Bonding of Executive Director

The Board of Directors recommends to the membership that a new Article 1.8 be added to the By-laws as follows:

New - ARTICLE 1.8 - The Board of Directors may require fidelity bonding for the Executive Director. Where the Board requires such bonding OCSBOA will be responsible for the cost of the fidelity bond.

Moved by: Katie Johnson
Carried.

Seconded by: Marjorie Geiss

**8.3 Finance
Wally Easton, Chair**

**8.4 Human Resources
Jim LoPresti, Chair**

**8.5 Plant, Health & Safety Committee
Doug Campbell, Chair**

**8.6 Transportation
NIL Report**

**8.7 Information Technology
Chris Demers, Liaison Director**

**8.8 Conference
Jane Morrison, Chair**

9. Conference Planning Committee

9.1 Location of 2007 Conference

Conference Committee Chair, Jane Morrison reported that the 53rd Annual conference will be held at the Sheraton North Hotel & Conference Centre, Richmond Hill, Ontario from September 19, 2007 to September 21, 2007.

10. Election to Board of Directors (four to be elected)

Past President Bruce Gazley presented the Nomination Report and opened the Nominations. The following members were nominated for the Board of Directors:

Two Year Term – 2006-2008

Wally Easton - Brant, Haldimand & Norfolk CDSB – accepted
Dan Duszczyzyn – Wellington CDSB - accepted
Ryan Putnam – Durham CDSB - accepted
Jane Rose – Wellington CDSB – accepted

One Year Term – 2006-2007

Jane Morrison – St. Clair CDSB – accepted

Motion: That the nominations for the five available positions on the Board of Directors be closed.

Moved by: George Groulx

seconded by: Tim Robbins

Carried

As a result of only five nominations being received, an election for the five available positions to the Board of Directors will not be required.

The following members were acclaimed to the position of Director of the Ontario Catholic School Business Officials' Association:

Wally Easton	2 year term	2006 -2008
Dan Duszczyzyn	2 year term	2006 -2008
Ryan Putnam	2 year term	2006 -2008
Jane Rose	2 year term	2006 -2008
Jane Morrison	1 year term	2006 -2007

11. Final Remarks

President Shaun Redmond thanked everyone for coming to the conference. He expressed appreciation to the current members of the Board of Directors, the Executive Directors, Norm Fortin, Tom Kelly and Marie Osborne for the work and dedication on behalf of the Association during the past year. Bruce also thanked Jane Morrison and the Conference Planning Committee for the excellent conference program and their efforts in making the 52nd Annual Conference a very high in spirit conference.

12. Adjournment

There being no further business, the 2006 Annual General Meeting adjourned at 11:15 a.m.

To be approved by the Membership at the AGM held on September 21, 2007.

Thomas J. Kelly, Executive Director

OCSBOA 2006 Conference and AGM

President's Report 2006

Dear Colleagues,

It is my pleasure to welcome everyone to our 52nd annual Conference and AGM here at the White Oaks Conference centre.

This year the conference is built around the theme “We all make a difference” . Our hope is that the conference will provide a way for everyone to understand how our spirituality helps guide the decisions we make every day.

- One of the highlights of this year was the “MISA from a Catholic Perspective” workshop that OCSBOA hosted. More than 60 participants from boards across the province gathered to view this Ministry initiative through a Catholic lens.

- I want to thank each of the Directors on our Board and especially Norm Fortin our outgoing executive director. Norm's expertise and planning has been essential in assisting the Directors to keep the organizations momentum.

This year has been a fantastic privilege to serve the members and the Directors. I am looking forward to working with the new Board of Directors and continue serving by honing the organization to best serve its members.

On a closing note I would like to welcome Tom Kelly as our new Executive Director. Tom brings a wealth of knowledge and experience from his career as the SBO at the St. Clair Catholic DSB. Please take some time to meet Tom and welcome him to the organization. It is these personal interactions are the fabric of our organization that provides its core strength.

Respectfully Submitted,

Shaun Redmond



ONTARIO CATHOLIC SCHOOL BUSINESS OFFICIALS' ASSOCIATION
Association des administrateurs et des administratrices d'affaires des écoles catholiques de l'Ontario

**EXECUTIVE DIRECTOR'S ANNUAL REPORT
2006**

This is my final annual report as Executive Director of OCSBOA. The time has come for me to pursue other interests and I know that it is also time for a change in Administration. I was appointed on October 1, 2001 and I must tell you that it has been very exciting, professionally and personally to have served the Association.

This year OCSBOA is celebrating its 52nd year of service to Catholic Education. The theme of this year's conference is **WE MAKE A DIFFERENCE – AS LEADERS IN CATHOLIC EDUCATION**. The challenge we have before us is to focus on our association and determine how are we different from the other Associations and how can we make a difference in serving our members and our boards in the years to come. This echoes the theme that I used in last year's report. As I indicated, we have been experiencing a tremendous amount of changes which have greatly impacted our Association in terms of our membership and our mission. Our membership has been steadily declining since 2001 and I believe we have reached a critical point. Therefore, we must strive to provide opportunities for interest, involvement and professional development for our members, to maintain a dynamic organization. **Maintaining an effective association requires a cooperative effort from all of its members.**

In 2004, our 50th anniversary celebrations provided the opportunity to fondly recall our history of service and accomplishments. **This proud legacy was made possible by strong leadership, team work and membership support.** Catholic Education is our heritage and our responsibility as leaders is to provide the framework and support it needs to carry on so that we can pass it on to our children and their children.

In regards to membership, we have been experiencing a steady decline since 2001. We must continue to look at various ways to keep the current members and attract new ones to our Association. As you can see by the chart, we are not doing very well with our membership.

Year	Members	Year	Members
1991	239	1999	145
1992	232	2000	183
1993	226	2001	196
1994	213	2002	188
1995	194	2003	182
1996	179	2004	176
1997	162	2005	169
1998	152	2006	118

I have been very fortunate in my career to be surrounded by good people and friends. Over the past five years I've worked with a terrific person who has been such a great help to me, especially when it came conference planning time. Her name is Marie Osborne. Marie is with OCSOA and we share her secretarial/administrative duties with them. Marie, I want to thank you for your support and dedication to OCSBOA and for being a good friend.

Lastly, I wish to thank the members of the Board of Directors for the opportunity to serve you as your Executive Director and for their assistance and support. My sincere best wishes to the new Executive Director, Tom Kelly, and to the members of OCSBOA.

Respectfully submitted,

Normand W. Fortin
Executive Director
September 21 2006