

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

2007 ANNUAL GENERAL MEETING

Friday September 21, 2007
Sheraton Parkway Toronto North Hotel
Richmond Hill, Ontario

President Wally Easton opened the 53rd Annual General Meeting of the Association.
The 2006-2007 Board of Directors were present as follows:

Present:

President:	Wally Easton
Vice-President	Dan Duszczyzyn
Past President:	Shaun Redmond
Directors:	Doug Campbell
	Chris Demers
	Joyce Mercier
	Jane Morrison
	Ryan Putnam
	Jane Rose
Executive Director:	Tom Kelly

1. Call To Order

President Wally Easton called the meeting to order at 10:17 a.m.

2. Opening Prayer

President Wally Easton opened the meeting with a prayer.

3. Approval of Agenda

Motion: That the agenda for the OCSBOA 2007 Annual General Meeting be approved.

Moved by: Carol William

Seconded by: John Hrajnik

Carried

4. Approval of 2006 AGM held on September 22, 2006

Motion: That the Minutes of the OCSBOA Annual General Meeting held on September 22, 2006 be approved as presented.

Moved by: Dave Bilenduke

Seconded by: Marjorie Geiss

Carried

5. President's Report

President Wally Easton presented his report to the membership on the activities and achievements during the past year. Wally pointed out "the Board continued the work started last year to enhance the benefits for members and to focus on the needs of Catholic school business officials. We made changes to our committee structure to better align with the goals of the organization and the Board approved a policy to allow more flexibility in establishing committees. We also organized two workshops last spring". Wally also pointed out: "We should always be aware that we need to work to maintain Catholic Education in the Province of Ontario". President Wally Easton's complete report is attached as Addendum #1.

Motion: That the President's Report be received.

Moved by: Jim LoPresti

Seconded by: Dave Bilenduke

Carried

6. Executive Director's Report

Executive Director Tom Kelly presented his report to the membership. Tom outlined the visioning process for OCSBOA carried out by the Board of Director's and highlighted extracts from that process. Statement made at the banquet last night by Wally Easton, Norm Fortin and Outstanding Award recipient Carol Devine clearly indicate the ongoing need for a strong Ontario Catholic School Business Officials Association. "**Maintaining an effective association requires a cooperative effort from all its members**". Tom called on the Senior Business Officials present to encourage other Senior Business Officials to support the organization in order to develop OCSBOA in to the organization required by all of the membership. Tom indicated that membership has declined steadily since 2001. Tom's report is attached as Addendum #2.

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

Moved by: John Hrajnik

Seconded by: Marjorie Geiss

Carried

7. Auditors' Report

7.1 Auditors' Report

The Auditors' Report for the fiscal year September 1, 2006 to August 31, 2007 was published in the 2007 Conference Reports Package and circulated to the membership. The report was prepared by Gerry Thus. Tom Kelly highlighted the financial report.

Auditor Gerry Thus indicated that the fiscal management transition from Norm Fortin to Tom Kelly had gone smoothly.

Motion: That the Internal Auditors' Report for the fiscal year September 1, 2006 to August 31, 2007 be approved as presented.

Moved by: Tracy McLennan

Seconded by: Jim LoPresti

Carried

7.2 Appointment of Auditors for 2007 – 2008

Motion: That Gerry Thuss be appointed Auditor for the fiscal year September 1, 2007 to August 31, 2008.

Moved by: Tracy McLennan

Seconded by: Jim LoPresti

Carried

8. Committee Reports

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

Moved by: Marilyn Midlige

Seconded by: Gerry Thuss

Carried.

Conference Planning -	Jane Morrison & Joyce Mercier
Constitution & By-Laws -	Shaun Redmond
Human Resources -	Jane Rose
Membership Services -	Doug Campbell & Chris Demers
Ministry of Education Liaison-	Dan Duszcyszyn
OCSTA Liaison -	Ryan Putnam

9. Honorary Membership Election

Motion: That Lin Steffler be elected as an Honorary member of OCSBOSA.

Moved by: Gerry Thuss

Seconded by: Marjorie Geiss

Carried.

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

Past President Shaun Redmond submitted the Nomination Report. President Wally Easton opened the Nominations. The following members were nominated in the report for the Board of Directors and have agreed to stand for a two year term:

Two Year Term – 2007-2009

Joyce Mercier	Niagara
Shaun Redmond	Wellington
Isabel Grace	Peterborough VNC
Dave Morrissey	Hamilton Wentworth
Dave Bilenduke	Toronto CDSB

Jim LoPresti nominated Angelo Romano to fill the sixth position. Angelo Romano accepted the nomination.

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

Moved by: Gerry Thuss

Seconded by: Marjorie Geiss

Carried

As a result of only six nominations being received, an election for the six 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 for the two year term of 2007-2009:

Joyce Mercier
Shaun Redmond
Isabel Grace
Dave Morrissey
Dave Bilenduke
Angelo Romano

11. Conference Planning Committee

Location of 2008 Conference

President Wally Easton reported that the 54th Annual conference will be held at Fern Resort, Orillia, Ontario from September 24, 2008 to September 26, 2008.

Location of 2009 Conference

President Wally Easton reported that the 55th Annual conference will be held at Nottawasaga Inn Resort, Alliston, Ontario from September 23, 2009 to September 25, 2009.

12. Final Remarks

President Wally Easton thanked everyone for coming to the conference. He expressed appreciation to the current members of the Board of Directors, Executive Director, Tom Kelly and Marie Osborne for the work and dedication on behalf of the Association during the past year. Wally also thanked Jane Morrison, Joyce Mercier and the Conference Planning Committee for the excellent conference program and their efforts in making the 53rd Annual Conference a highly successful conference.

13. Adjournment

There being no further business, the 2006 Annual General Meeting adjourned at 10:45 a.m.

To be approved by the Membership at the AGM held on September 26, 2008.

Thomas J. Kelly, Executive Director

PRESIDENT'S REPORT

To the members of OCSBOA;

The 2006-07 year has brought a number of changes. As most of you know Norm Fortin retired as Executive Director and we wish him well as he takes more time for family, particularly his new grandson. Tom Kelly took over as Executive Director in October and has done an excellent job in his first year. Many of you will remember Tom from his role as Senior Business Official for St. Clair CDSB.

The Board continued the work started last year to enhance the benefits for members and to focus on the needs of Catholic school business officials. We made changes to our committee structure to better align with the goals of the organization and the Board approved a policy to allow more flexibility in establishing committees. We also organized two workshops last spring; one on the ethical use of data and another on the Ministry's school valuation requirements. The feedback on the workshops was positive so we will be offering other workshops in the 2007-08 year.

The 2007 Conference has also been expanded to include more workshops. We very pleased that many vendors stepped forward and offered to participate in those workshops. We hope you found them useful and interesting.

One of our key objectives has always been to support OCSTA. Many of our members serve on OCSTA committees, particularly those addressing funding issues. We should always be aware that we need to work to maintain Catholic education in the province of Ontario. The struggle for equitable funding of Catholic education was a long one and we cannot become complacent. The association needs members to continue to assist OCSTA committees and to support the work of the trustees.

The Board revised the criteria for the "Outstanding Contribution Award" to permit members of Catholic partners to receive the award. As you know Carol Devine of OCSTA was selected to receive this year's award.

We continue to look for ways to serve the membership and are always interested in your ideas and comments. Thank you for your continued support and I look forward to seeing you at the conference.

Respectfully,



Wally Easton



**EXECUTIVE DIRECTOR'S ANNUAL REPORT
2007**

ADDENDUM # 2

This is my first annual report as Executive Director of OCSBOA.

This year OCSBOA is celebrating its 53 years of service to Catholic Education. The theme of this year's conference is "BUILDING OUR FUTURE - THROUGH ACTION". 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. To this end our Board of Directors has taken Action to Build Our Future.

In the late fall of 2006 the Board of Directors undertook a Visioning Process. Information received from the Membership Questionnaire combined with feedback from members and the Directors own varied personal OCSBOA experiences were instrumental in this process.

The following highlights are extracts of that process:

- we should continue to develop and demonstrate quality of service to members
- SBO's want to see value in what we do
- we should emphasize our uniqueness – not duplicate OASBO
- we should nurture relationships and community
- we need to identify who we are and what we are about
- we need to effectively market ourselves
- we need to communicate our message about who we are and what we are about
- we should remain a small group – collegial / friendly

While it will take some time to reshape our organization to meet the objectives listed above; the Board of Directors under the leadership of President Wally Easton has undertaken a significant restructured operating process. This restructuring is most exemplified by the new committee structure.

New Committee Structure:

Membership Services – this committee will develop services that can be provided to members to enhance value of OCSBOA for all members: some examples include workshops, seminars and communications.

Conference – this committee will develop the annual conference program and will aim to provide current and relevant topics to members at the conference.

OCSTA Liaison – this committee will provide support as needed by the Ontario Catholic School Trustees Association by providing members for workgroups, committees and OCSTA/ OCSBOA Finance Seminar.

Ministry of Education Liaison – this committee will consult with the Ministry of Education on current business and finance issues and will provide feedback to OCSBOA and its members.

Human Resources – this committee will provide a wide range of consultative services to OCSBOA members in the areas of negotiations, benefits, arbitrations, contract language, Health & Safety, etc.

New Committee Structure SUCCESSES:

Human Resources – the Human Resource committee continues to be a very effective management tool for our Boards. Their well attended committee meets on a regular basis. They have been very busy over the last year with negotiations and arbitration issues. They are sponsoring a workshop on Attendance Support / Mental Health and Human Rights Issues at the upcoming annual conference.

Ministry of Education Liaison – this committee had a very meaningful meeting with the Ministry of Education in January of this year and continues on a consultative basis to represent OCSBOA members at the Ministry.

OCSTA Liaison – this committee has very effectively represented our Association on matters of mutual interest with the Ontario Catholic School Trustees Association. The OCSTA/ OCSBOA Finance Seminar developed and presented by this committee in conjunction with OCSTA was a major success.

Membership Services – this committee is currently researching with OCSBOA members a schedule of workshops for 2007-2008. These workshops will be announced in the near future. A highly successful "School Valuation Workshop" was held this past March. This workshop was well attended by Directors of Education, Senior Business Officials, Plant and Planning staff from our boards. Congratulations on taking the lead on this type of workshop.

Maintaining an effective association requires a cooperative effort from all of its members.

It is essential that our Senior Business Officials support OCSBOA so that it will be the effective organization that is required by today's Catholic School Boards (parents, trustees & Staff).

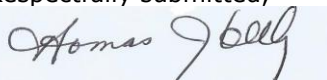
In regards to membership, we have been experiencing a steady decline since 2001. We must continue to look at various ways to keep the current members and attract new ones to our Association. Hopefully the initiatives undertaken by the Board of Directors this year will bear fruit.

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	139
		2007	120

During my first year I've had tremendous support from the all of the Board of Directors and especially from this year's President Wally Easton. Thank you all for your guidance and support especially with the conference planning. I've also been blessed with excellent administrative support from Marie Osborne, especially for assistance with conference preparation and helping me to learn the Association processes. Marie is with OCSOA and we share her secretarial/administrative services with them. Marie, I want to thank you for your support and dedication to OCSBOA and for the camaraderie we have shared over the past year.

Lastly, I wish to thank the Association and the members of the Board of Directors for the opportunity to serve you as your Executive Director. Special thanks to past Executive Director, Normand Fortin for leaving the Association so well managed and for his assistance over the last year.

Respectfully submitted,



Thomas J Kelly
Executive Director
September 21 2007