

# ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

## MINUTES

### MEETING OF THE BOARD OF DIRECTORS

August 21, 2018  
Teleconference

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<b>Present:</b>	<b>Board</b>	<b>Title</b>
Kevin Sun	Duffein-Peel CDSB	Internal Auditor
Denise Jones	Dufferin-Peel CDSB	Benefits Manager
Siobhan Alexis	Toronto CDSB	WSIB Case Specialist
Maia Puccetti	Toronto CDSB	Superintendent of Facilities Services
Joe O'Hara	Halton CDSB	Executive Officer HR
Jacquie Davison	London CSSB	Superintendent of Business
Emma Moynihan	Toronto CDSB	Acting Supervisor Communications

Peter Marchini, Executive Director

#### **Regrets:**

Paul DeCock sent in his regrets.

#### **1. Call To Order**

The meeting was called to order at 1:40pm

**1.1.** Declaration of Interest-no Director declared a conflict with regards to the agenda.

#### **2. Opening Prayer**

The Our Father was recited by the Directors.

#### **3. Approval of Agenda**

***MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting of August 21, 2018 be approved, with the addition of item 5.8 Board of Directors meeting schedule.***

***MOVED BY: JOE O'HARA***

***SECONDED BY: SIOBHAN ALEXIS***

***CARRIED***

#### **4. Approval of Minutes**

##### **4.1. Approval of Minutes from June 13 2018**

***MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on June 13, 2018 be approved as presented.***

***MOVED BY: JOE O'HARA***

***SECONDED BY: KEVIN SUN***

***CARRIED***

## **5. Other Business Arising from Previous Meeting**

### **5.1. 2018 Conference Sponsor Update**

Peter advised that we have 15 sponsors and \$16500 committed. He asked the directors to forward contact information of any potential sponsors. A review of last years sponsors will be undertaken.

### **5.2. 2018 Conference Planner**

The planner was reviewed. Marie will produce a day by day planner for the directors which will provide details as to their duties during the conference.

### **5.3. 2018 Conference Registration Update**

To date there are 45 registrations however others have booked rooms. Also 15 sponsors and 9 Catholic partners are signed on for Thursday night.

### **5.4. Conference AV Needs**

Peter has contacted all presenters to determine if they have any AV needs. A list by date and time and room will be sent to our AV rep at the resort.

### **5.5. Conference SWAG and Door Prize**

A \$250 restaurant gift card for the early bird door prize and a \$250 White Oaks gift card will be main door prizes, as well as \$400 in other prizes.

### **5.6. Website Update**

The website has undergone a further update providing an area for Board Minutes and Conference sponsors.

### **5.7. AGM Reports**

Peter asked that the reports be filed as soon as possible.

### **5.8. Board of Directors Meeting Location**

Joe indicated that he would prefer to have the meetings to take place at the Mississauga office as much as possible.

## **5.9. Committee Reports**

### **5.9.1. OCSTA Liaison Committee**

No report at this time.

### **5.9.2. MET**

No report at this time.

### **5.9.3. Conference Committee**

This item was discussed under 5..

### **5.9.4. HR Committee**

Joe met with Angelo Romano, Jim Lopresti last week to establish meeting dates and ideas as to how to foster relationships with OCSOA and OCSTA. Discussions transpired with Pat Daly. Angelo will assume the Chair position replacing Jim.

### **5.9.5. Membership**

The current membership is at 155 with a budget of 165.

**5.9.6. Business Facilities**

Maia indicated that a meeting was held at DPCDSB presided over by S Cox. There is a great deal of information provided by OASBO and OMC meetings. Community Links concerns may be of a topic for Catholic school board staff. The attendees do value the opportunity to meet and discuss matters with fellow Catholic staff.

**5.9.7. Communications Committee**

Emma asked as to who she should be reaching out to as committee members. Joe indicated that Andrea Swinden is one of the members who knows many of the staff.

**5.9.8. CEFO, ICE, OCSOA**

CEFO-no report at this time  
ICE- no update at this time  
OCSOA- no report at this time

**6. New Business**

**6.1. Newsletter**

Items that could be looked at include, Conference Brochure, member spotlight, Membership form 2018/19, Sponsor listing, and need for Board of Directors.

**7. Executive Directors Reports**

**7.1. July 31 2018 Financials**

Peter reviewed the financials with the Directors. He indicated that the yearend should be very close to a balanced budget.

***Motion: That the July 31 2018 financials be approved as presented***

***Moved By: Kevin Sun  
Carried***

***Seconded By: Maia Puccetti***

**8. Next Meeting**

Kevin Sun will call a meeting if required.

**9. Adjournment**

The meeting adjourned at 2:50 PM

***Approved by the Board of Directors meeting of November 9, 2018***



***Peter S. Marchini, Executive Director***