

**ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION**

**M I N U T E S**

**MEETING OF THE BOARD OF DIRECTORS**

**February 16, 2018  
Teleconference**

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<b><u>Present:</u></b>	<b><u>Board</u></b>	<b><u>Title</u></b>
Kevin Sun	Dufferin-Peel CDSB	Internal Auditor
Joe O'Hara	Halton CDSB	Executive Officer HR
Paul DeCock	Toronto CDSB	Comptroller of Business Services
Siobhan Alexis	Toronto CDSB	WSIB Case Specialist
Jessica Dalinda	Toronto CDSB	Supervisor Communication
Denise Jones	Dufferin-Peel CDSB	Benefits Manager

Peter Marchini, Executive Director

**Regrets:**

**1. Call To Order**

The meeting was called to order at 9:30am

**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 February 16, 2018 be approved as presented.***

***MOVED BY: JESSICA DALINDA***

***SECONDED BY: JOE O'HARA***

***CARRIED***

**4. Approval of Minutes**

**4.1. Approval of Minutes from January 9, 2018**

***MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on January 9, 2018 be approved as presented.***

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

***SECONDED BY: SIOBHAN ALEXIS***

***CARRIED***

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

**5.1. 2018 Conference Speaker-Bob Koehler**

Peter provided the Directors with information regarding Bob Koehler and his formal invoice. Bob will create a presentation appropriate to our theme and group.

***Motion: That Bob Koehler be approved as the guest speaker for Thursday October 4<sup>th</sup> at a cost of \$5000 plus HST.***

***Moved BY: Siobhan Alexis  
Carried***

***Seconded By: Denise Jones***

## **5.2. OCSBOA Website Redesign Rob Whitlock**

Peter provided the proposal from Rob regarding the redesign. There was a great deal of discussion regarding the capabilities of the redesign and whether members would be able to access the site to pay for their membership and conference fee. The proposed cost of the work was \$2375. Peter will follow up with Marie and Rob and bring additional information/costs to the next meeting.

## **5.3. January Newsletter**

A copy of the newsletter was included in the agenda package. There was further discussion regarding the new member section. Joe indicated he will reach out to an employee at his board for the April newsletter. Paul indicated that a new CIO will be joining his board in March, who may be willing to be highlighted in the next newsletter. Peter will email the membership asking for newsworthy projects that OCSBOA could share with the membership through the newsletter.

## **5.4. Committee Reports**

### **5.4.1 OCSTA Liaison Committee**

Paul indicated that there was no report at this time.

### **5.4.2. MET**

No report at this time.

### **5.4.3. Conference Committee**

Peter indicated that this item will be covered under item 5.1 and 6

### **5.4.4. HR Committee**

Joe indicated a meeting is scheduled for February 23 at HWCDSB. A lawyer will be attending to speak to bill 148.

### **5.4.5. Membership**

Peter indicated that the current membership is 80, and a follow up email will be sent out again.

### **5.4.6. Business Facilities and Planning**

No report at this time.

### **5.4.7. Communications Committee**

Jessica reported that the next meeting is scheduled for April and will be tied in with OCSTA.

### **5.4.8. CEFO, ICE, OCSOA**

Kevin provided an update on the latest developments with regards to ICE, as presented at the February 5 2018 meeting. A copy of his notes regarding Partner Updates, CPCO, OAPCE, OCSTA OCSOA and ICE Projects will be included with the board minutes. Kevin also indicated that OCSOA met in January and the AGM is planned for March and will focus on Women's Issues.

## **6. New Business**

### **6.1. Jessica Dalinda Maternity Leave**

Jessica indicated that she would not be able to complete her term as director as she will be off on maternity leave starting in May. Her return to work is scheduled for August 2019. This situation is covered under Article 4.7 of the Constitution. Jessica will consider her options for the next board meeting.

### **6.2. OCSTA Request for Funding**

Previous communications from OCSTA suggested that OCSBOA provide funding for a pre seminar dinner held on November 23 2017, in the amount of \$1398.78. The

intent was that the Communication Committee would cover some of the cost of the luncheon based on the number of committee members in attendance. A further review of this matter will be undertaken. There were 3 committee members in attendance. After further discussion the Directors decided to contribute \$200 to the cost of the dinner for the 3 members.

***Motion: That OCSBOA contribute \$200 towards the cost of the OCSTA pre seminar dinner.***

***Moved By: Joe O'Hara  
Carried***

***Seconded By: Denise Jones***

### **6.3. Horseshoe Valley Contract 2019 Conference**

This item was deferred to the next meeting.

### **6.4. 2018 Conference Entertainment**

A link to EZZ Fadel had been provided to the Directors which provided information on comedian Jeff Leeson. The Directors discussed various entertainment options for the Wednesday night. It was a general feeling that entertainment should be from say 9:00Pm to 10:30PM which would then allow delegates time to network. Peter will follow up with Elephant Entertainment to see what other options may be available.

### **6.5. 2018 OCSBOA Call for Nominations**

Joe spoke to this item indicating that a call for Director Nominations was a practice of OCSOA and dealt with in advance of the annual AGM. He indicated that it would be a good practice to have this item included in our newsletter as well as sent out to our membership.

### **6.6. 2018 Conference Theme**

The directors discussed a number of possible conference themes. It was agreed that "Owing Our Potential" would be this year's theme and be communicated to our Conference guest speakers.

### **6.7. 2018 Conference Presenters Thursday and Friday**

Eric Roher and Heather Douglas have confirmed that they would be willing to speak at the conference. There is a need for one more speaker for either Thursday or Friday. There was a suggestion to contact Cher Jones to see if she is available and at what cost. Peter will contact Cher and as well Maia to see if she has any ideas for a Facility presenter.

### **6.8. 2018 Conference MC**

Michelle Lamarche was suggested as a possible MC for this years conference. Peter will reach out to her.

### **6.9. 2018 Outstanding Contribution and Honorary Member**

Peter will add this item to the next newsletter and send the Directors a list of previous award winners.

### **6.10. 2018 Conference Planner**

The planner was reviewed by the Directors. This item will be brought forward to all future meetings. Siobhan will look into having a photo booth at the conference.

## **7. Executive Directors Reports**

### **7.1. Financial Statements to January 31, 2018**

The financial statements were reviewed. Peter indicated that the sponsorship amounts from CIBC and Champion were still outstanding. Invoices have been

sent, on a number of occasions and it looks like these two accounts receivables will need to be written off at year end.

***Motion: That the financial statements to January 31, 2018 be approved as presented.***

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

***Seconded By: Denise Jones***

**8. Next Meeting**

The next meeting was set for March 28, 2018 at 1:30PM

**9. Adjournment**

The meeting adjourned at 11:20am

***Approved by the Board of Directors meeting of March 28, 2018***



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