

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**January 9 2018-02-05
Teleconference**

Present:	Board	Title
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		
Maia Puccetti	Toronto CDSB	Superintendent of Facilities Serv.

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 January 9, 2018 be approved with the addition of item 6.7 New Member Phamplet .

MOVED BY: PAUL DECOCK

SECONDED BY: SIOBHAN ALEXIS

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from November 13, 2017

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on November 13, 2017 be approved as presented.

MOVED BY: JESSICA DALINDA

SECONDED BY: JOE O'HARA

CARRIED

5. Other Business Arising from Previous Meeting

5.1. 2018 Conference Speaker-Bob Koehler

Peter provided the Directors with information regarding Bob Koehler. He was recommended by Joyce Mercier a former board member from Niagara. After reviewing the information provided and further discussion the Directors indicated they were in favour of utilizing Bob as our guest speaker on Thursday at 1pm. Peter was asked to provide a contract for the next meeting.

5.2. Committee Reports

5.2.1 OCSTA Liaison Committee

Paul indicated that there was no report at this time.

5.2.2. MET

Paul indicated that there the current committee structure has only 1 member that being himself. J Davison from London Catholic is interested in also being a member. Paul indicated he would contact Jackie and follow up at the next meeting.

5.2.3. Conference Committee

Peter indicated that this item will be covered under item 6.

5.2.4. HR Committee

Joe indicated that three meetings have occurred since our last Directors meeting, the last in early December which was well attended. Many current issues such as Executive Compensation, the Employment Standards act and changes under the WSIB act were discussed. The most occurring topic focuses on sick leave including chronic mental stress. Absenteeism is certainly a concern to all boards. Mike McPhee was in attendance and spoke to this item. Next meeting is scheduled for early February.

5.2.5. Membership

Peter indicated that the current membership is 40, and the current fiscal budget is based on 168. Follow up emails will be sent out every 3 weeks.

5.2.6. Business Facilities and Planning

Maia indicated that the next meeting will be in February. This meeting will include a PD session.

5.2.7. Communications Committee

Jessica reported that the last meeting was November 23, which was very well attended.

5.2.8. CEFO, ICE, OCSOA

No report on the CEFO. Maia will be attending the next CEFO meeting.

6. New Business

6.1. Conference Sponsorship B Keel suggestion

Bob Keel from Keel Cottrelle suggested that rather than providing 4 complementary dinners for Platinum sponsors the board might want to consider 2 meals and the payment of a hotel guest room for the Thursday night. The Directors agreed and suggested that this be added to the 2018 sponsor package.

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.

6.3. Website update Rob Whitlock

Peter received an email from Rob indicating that his partner could rebuild the website to our specifications using First Magic. The cost would be approximately \$2000 + HST and ongoing costs of \$29 per month. It would take 2-3 weeks to complete. Peter was asked to provide a formal report at the next meeting.

6.4. January Newsletter.

The Directors suggested promoting the conference and Committee meeting dates, the membership form and member highlight. Kevin should be shown as the ICE rep. Maia will provide information on CEFO and our relationship with them.

6.5. 2018 Conference Preconference events.

Peter provided the board with information on a number of Niagara wineries. Any pre conference event would need to commence around 2:30pm and end around 5pm. Cocktails and dinner start at 6:30pm at the hotel. The Directors asked what the intention might be to hold a preconference event. There was additional discussion around holding PD meetings for our various committees on the Wednesday at 3:30pm for those interested in attending. This was seen as more preferable option for the Wednesday kickoff.

6.6.2019 Conference Location

Peter provided information from SSS on 4 possible sites for 2019, Blue Mountain, Horseshoe Valley, Nottawasaga and Deerpark. All sites would have sufficient rooms to accommodate our guests. HV was the least expensive option and the conference has not been held at this site. Peter will verify that there would be at least 80 rooms for Wednesday and 95 for Thursday night. A follow up report will be presented at the February meeting.

6.7. New Member Pamphlet

Joe received a revised New Member Pamphlet. His print shop will run these off and hand out at the next HR Committee meeting. Members not in attendance will also receive a copy. The ultimate goal will be to send the pamphlet out electronically.

7. Executive Directors Reports

7.1. Financial Statements to December 31 2017

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 December 31 2017 be approved as presented.

***Moved By: Jessica Dalinda
Carried***

Seconded By: Denise Jones

7.2. 2017-18 Revised Budget

Peter provided the board with a revised budget which reflected the approved Increase in salary for Marie Osborne.

Motion: That the revised budget reflecting the salary adjustment be approved.

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

Seconded By: Paul DeCock

8. Next Meeting

The next meeting was set for February 16 2018 at 9:30AM

9. Adjournment

The meeting adjourned at 11:55am

Approved by the Board of Directors meeting of June 2017


Peter S. Marchini, Executive Director

