

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

MINUTES

MEETING OF THE BOARD OF DIRECTORS

June 13, 2018
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
Emma Moynihan	Toronto CDSB	Communications Officer
Denise Jones	Dufferin-Peel CDSB	Benefits Manager
Jacquie Davison	London CDSB	Superintendent of Business

Peter Marchini, Executive Director

Regrets:

Siobhan Alexis sent in her regrets.

1. Call To Order

The meeting was called to order at 1:30PM

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 June 13, 2018 be approved as presented.

MOVED BY: JOE O'HARA

SECONDED BY: PAUL DECOCK

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from May 4 and special meeting of May 28, 2018

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on May 4, 2018 and the special meeting held on May 28 2018 be approved as presented.

MOVED BY: KEVIN SUN

SECONDED BY: JOE O'HARA

CARRIED

5. Other Business Arising from Previous Meeting

5.1. 2018 Conference Sponsor Update

Peter provided an update on the sponsor commitments to date. At this time there are 9 sponsors and \$11,500 committed to the conference. Peter is in the process of emailing a number of potential sponsors as well as those who have sponsored the conference in the past.

5.2. Conference Planner and Brochure

Peter reviewed the planner and in particular to the assigned to area. The Directors were asked to notify the ED of any changes they would like to make.

5.3. Conference Registration Update

At this time there are 20 registrations, 12 sponsor guests and 8 invited guests attending. Paul indicated that 18 will be in attendance from Toronto.

5.4. Website Update and Palantir invoice

Peter provided the Directors with a summary of the work undertaken to date. A good number of suggestions/recommendations were made to each of the areas.

MOTION: That the Palantir invoice in the amount of \$2683.75 including HST be paid.

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

Seconded By: Denise Jones

5.5. Committee Reports

5.5.1 OCSTA Liaison Committee

Paul indicated that there was no report at this time. Kevin attended a meeting where the Auditor General briefed OCSTA on new procedures, and findings on School Board audits. The focus was mainly on the Ministry portion of the audits.

5.5.2. MET

Paul spoke to the Ministry regarding the 2017/18 Budget dealing with additional staffing in grades 7 and 8 to assist in preparing these students for Secondary School. He indicated a form will be provided to list these new hires.

5.5.3. Conference Committee

Peter indicated that this item will be covered under item 5.1, 5.2, and 5.3.

5.5.4. HR Committee

Joe indicated that the next meeting will be June 15. The agenda is being put together and will send to Peter to post on the website.

5.5.5. Membership

Peter indicated that the current membership is 151 and the budget is 165. Follow up emails are in the process of being sent out to previous members who have not yet joined this year.

5.5.6. Business Facilities and Planning

Maia indicated that a good topic at the next meeting would be the Auditor General's report. Paul DeCocks board was one of the audited boards. Paul could provide a summary for the committee members as to what to expect and what role staff play during an audit. Next meeting is scheduled for the end of June. Maia will send notes from the last meeting to be posted to the website. One of the ideas brought forward would be to have pictures of schools from other countries to present in a video during our conference.

5.5.7. Communications Committee

No report at this time.

5.5.8. CEFO, ICE, OCSOA

Paul volunteered to be the CEFO rep. A meeting was held on May 23 at which time the awards were discussed and that the McCarthy award has been withdrawn. The Auditors report was received and the 2018 budget was approved.

ICE- Kevin is the rep and attended a meeting on June 11. He reviewed the agenda of the meeting including reports from all other associations.

OCSOA-The AGM is in April 2019 its 50th anniversary. The new president is from Bruce Grey.

ECAB- a general discussion was held dealing with the communication between OCSBOA and Peter Derochie.

6. **New Business**

7. **Executive Directors Reports**

7.1. Financial Statements to May 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. He also indicated that the Palantir invoice of \$2375 will be charged to the Information Tech account which has a budget of \$1200. The balance will be funded from the current year surplus. There was discussion on the possibility of moving funds from the general account to a savings account. Peter will review this item with our rep at TD bank.

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

***Moved By: Paul DeCock
Carried***

Seconded By: Kevin Sun

8. **Next Meeting**

The next meeting was set for August 21, 2018 at 1:30PM

9. **Adjournment**

The meeting adjourned at 3:00pm

Approved by the Board of Directors meeting of August 21, 2018



Peter S. Marchini, Executive Director