

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**March 28, 2018
Teleconference**

Present:	Board	Title
Kevin Sun	Dufferin-Peel CDSB	Internal Auditor
Joe O'Hara	Halton CDSB	Executive Officer HR
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: Paul DeCock and Maia Puccetti sent their regrets.

1. Call To Order

The meeting was called to order at 1:40pm

2. Opening Prayer

The Hail Mary was recited by the Directors. Paul DeCock asked that we keep his wife in our prayers as she recently suffered a head injury as a result of a fall.

3. Approval of Agenda

MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting of March 28, 2018 be approved with the addition of item 6.5 Notification of Meetings and correction made to item 5.8.

MOVED BY: JOE O'HARA

SECONDED BY: DENISE JONES

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from February 16, 2018

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on February 16, 2018 be approved as presented.

MOVED BY: KEVIN SUN

SECONDED BY: SIOBHAN ALEXIS

CARRIED

5. Other Business Arising from Previous Meeting

5.1. 2018 Conference Speaker-Cher Jones, Frank McDonald

There is a need for a second presenter on Thursday October 4 at 2:45pm. Peter was asked to contact Frank at ThinkDox and Joe will contact Christine at Isys and Karimn at eSchoolSolutions. This item will be brought forward at the next meeting.

5.2. 2018 Conference Entertainment

The various entertainment options provided by Elephant Entertainment were reviewed. After some discussion it was decided to contract with R U Game at a cost of \$2850 plus HST. Peter will notify Doug at Elephant Entertainment.

5.3. 2018 Outstanding Contribution Award

This item was discussed by the Directors. Joe suggested that we send out via email to the membership a request for nominees. Peter will also add this item to the next newsletter.

5.4. 2018 Honorary Member

After some discussion as to potential nominees Joe O'Hara suggested Pat Daly as this year's nominee. There was a consensus among the Directors. Kevin will contact Pat.

Motion: That Pat Daly be approved as this year's Honorary Member award nominee.

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

Seconded By: Jessica Dalinda

5.5. Website Resign

Additional information from Rob Whitlock regarding the proposed website redesign was provided to the Directors. There was a full discussion on the proposal and especially what the FM Form would include. Peter will contact Rob and Marie for a draft screen shot of a proposed FM Form using Option A. This item will be brought forward to the next meeting.

5.6. Jessica Dalinda Maternity Leave

Jessica provided an update on her position on the board. She contacted her staff and indicated that the individual (Emma Moynihan) replacing her was interested in filling in for Jessica until the AGM. Jessica will ask Emma if she is willing to be featured in the next OCSBOA newsletter.

5.7. Conference Planner Update

An updated planner was reviewed. Each meeting the planner will be presented. There was further discussion regarding a Facility presenter for the Friday morning.

5.8. Committee Reports

5.8.1 OCSTA Liaison Committee

There was no report at this time.

5.8.2. MET

No report at this time.

5.8.3. Conference Committee

There was a full discussion of the progress of the conference under item 5.7.

5.8.4. HR Committee

Joe provided an update on the February 23 meeting at HWCDSB. It was very well attended with over 60 individuals from across the province in attendance. The HR pamphlet was distributed at the meeting. Bill 148 was a topic of discussion and Sharon Duffy and Mike McPhee provided updates on the Employee Health plan and contract negotiations.

5.8.5. Membership

Peter indicated that the current membership is 120 and individual emails were sent to those board staff that were members in the past but had not yet joined for the current year. Denise indicated that she reached out to her contact at York and will follow up. Joe will contact Waterloo HR Manager.

5.8.6. Business Facilities and Planning

No report at this time.

5.8.7. Communications Committee

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

5.8.8. CEFO, ICE, OCSOA

Kevin indicated that there was no further report at this time.

6. New Business

6.1. ICE Invoice

The ICE invoice in the amount of \$3518 was provided to the Directors. OCSBOA contributes on an annual basis \$1000. This amount was budgeted for in 17/18.

Motion: That \$1000 be contributed to the ICE budget for the current fiscal year.

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

Seconded By: Joe O'Hara

6.2. Conference Menu

The conference menu items were fully reviewed. For the Wednesday night the BARBQ dinner was selected and the Chicken plated dinner for Thursday's Presidents dinner.

6.3. OCSBOA Newsletter-April

The Board reviewed a number of items to include in the next newsletter including the Conference Brochure, Jessica Dalinda's replacement, the HR Pamphlet and the Bob Keel newsletter as well as the membership registration form.

6.4. Associated Catholic Organizations

Kevin indicated that he has been asked to attend a number of Catholic associations AGM/Conferences. He is however not able to attend CCC. Joe indicated that he would attend the CCC and Kevin would provide him with the conference registration information.

6.5. Notification of Meetings

There was a general concern of the Directors that meeting notices were not sent out more frequently. Peter indicated that he would send out meeting notices following the board meeting and then a couple of times prior to the meeting.

7. Executive Directors Reports

7.1. Financial Statements to February 28, 2018

The financial statements were reviewed. Peter indicated that the sponsorship amounts from CIBC and Champion were still outstanding, however after discussions with Paul DeCock over the past month a further invoice was forwarded to CIBC.

Motion: That the financial statements to February 28, 2018 be approved as presented.

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

Seconded By: Denise Jones

7.2. 2018 Draft Conference Budget

Peter reviewed the Draft conference budget with the Directors which indicated a Surplus of \$9800.

Motion: That the 2018 Draft Conference Budget be received as information.

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

Seconded By: Kevin Sun

8. Next Meeting

The next meeting was set for May 4, 2018 at 1:30PM. Siobhan will send out a meeting notice.

9. Adjournment

The meeting adjourned at 3:30pm

Approved by the Board of Directors meeting of May 4, 2018



Peter S. Marchini, Executive Director