

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**October 22, 2010
OCSBOA Office 1PM**

Present:

Anne Marie Nicholson
Ian Gauld
Michael Gray
David Morrissey
Rosemarie McHugh
Erica Bailey
Angelo Romanoa
Peter Marchini, Executive Director

Regrets:

Donna Lee Reid
Dave Bilenduke

1. Call To Order

Peter Marchini assumed the chair until the President is elected and called the meeting to order at 1:15PM.

2. Opening Prayer

Peter provided a prayer to open the meeting – All

3. Approval of Agenda

MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting October 22, 2010 be approved, with the change to the Financial Report which should read September 30, 2010 rather than October 31, 2010.

MOVED BY: IAN GAULD

SECONDED BY: ANNE MARIE NICHOLSON

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from September 15, and September 23, 2010 (AGM)

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on September 15, and September 23, 2010 be approved.

MOVED BY: ANNE MARIE NICHOLSON

SECONDED BY: IAN GAULD

CARRIED

5. New Business

5.1. Election of President-conducted by Peter Marchini

There was a general discussion of the board bylaws followed by a consensus that Michael Gray should be nominated as President.

Motion: That Michael Gray be elected President of OCSBOA for 2010/2011

***Moved By: Anne Marie Nicholson
CARRIED***

Seconded by: Rosemarie McHugh

The new President Michael Gray assumed management of the meeting.

5.2. Election of Vice President-conducted by the President

Michael asked if there was a nomination for Vice President, at which time Ian put his name forward.

Motion: that Ian Gauld be nominated as Vice President.

***Moved by: Dave Morrissey
CARRIED***

Seconded by: Michael Gray

5.3. Committee Assignments

5.3.1 OCSTA Liaison Committee (including Finance Seminar)

Erica and Dave volunteered to be members of this committee. Peter to notify Gail Robinson and advise the group of the date of the first meeting.

5.3.2. Ministry of Education Liaison Committee

Rosemarie and Angelo volunteered to be members of this committee.

5.3.3. Conference Committee

Michael Gray emphasized that all Board members will need to be involved in the conference preparation in order for us to achieve the success we experienced this year. Anne Marie, Ian and Michael volunteered to act as the Conference Committee members.

5.3.4. Human Resources Committee

Angelo and Rosemarie volunteered to be members of this committee.

5.3.5. Membership Services Committee

Ian and Donna will sit as members of this committee. Peter was asked to contact Donna to obtain her consent.

5.3.6. Constitution and Bylaw Committee

Erica Bailey volunteered to review the Boards' bylaws and constitution.

5.4. Other Association Assignments

5.4.1. Institute of Catholic Education (ICE): meets four times a year-generally the first Monday of December, March, June and September from 1:00PM to 4:00PM at ICE offices downtown Toronto. Generally a member of the Executive as well as the Executive Director attends.

Michael Gray volunteered to sit on this committee, with Anne Marie as his substitute if he is unable to attend.

5.4.2. Catholic Education Foundation of Ontario (CEFO): meets 2-3 times a year at Toronto Catholic.

Dave Bilenduke forwarded an email indicating that he would continue to sit on this committee since the committee meets in his board office.

5.4.3. Ontario Supervisory Officers Association (OCSOA); February retreat, April (AGM), June (end), September (beginning) and possibly 2 additional teleconferences, March and November.

Dave Bilenduke will continue to attend these meetings.

5.4.4. CCDO: next meeting is November 2 and then next May-usually 10AM-noon timeframe.

Angelo asked to be a member of this committee.

5.5. Schedule of Meetings for 2010-2011

Michael Gray suggested that the board meet the first Thursday of each month, at 10AM. After some discussion it was agreed that the board would meet on the following dates at 10AM:

November 11th and December 9th at the OCSBOA Office.
January 13th, February 10th, March 10th, via Teleconference
April 14th at the OCSBOA Office
May 12th at the Hilton Niagara Falls
June 29th in Ottawa, time to be scheduled later
July no meeting scheduled at this time
August 18th, via Teleconference
September 8th Teleconference
September 21-23rd Annual Conference in Niagara Falls

5.6. OCSBOA Directions-focus for 2010-2011-New President

Michael Gray informed the Board of Directors as to what he thought the board should attempt to accomplish in the upcoming year. First he would like to have a letter sent to the membership from Ian and himself thanking them for the great attendance at this year's conference and asking them for their input as to what the board should be looking at over 2010-2011.

Angelo noted that some members feel the board could do more. One suggestion was to hold more P.D. during the year, in particular in the HR area. He suggested that one session be held in the first half of the year and one in the second. Mike added that the board should attempt to have more involvement from the business staff of our boards.

The board would need to champion these committees if we expect success. As Catholic boards we face different challenges that need to be considered.

Other suggestions were to look at P.D. for Plant personnel. The idea of using the website for both the board minutes and upcoming events was discussed.

Michael also suggested that a Mission and Values Statement be developed.

In summary three main themes to concentrate on during the upcoming year were:

- *Professional Development-2 sessions this year for HR

- *Membership Feedback

- *Professional Development for other Business Functions such as Plant

Michael asked the Directors to email him any suggestions they might have.

Other comments such as looking at the timing of the AGM during the conference, and forwarding to the members some highlights of the AGM be done early in the year prior to the conference.

5.7. Membership Services Committee Survey-Future Directions

HR, Green Schools, and Financial Reporting obligations were indicated to be 3 main areas of concern by the members. Michael would like to look at these areas with OASBO to see if there is any advantage in partnering with them. Dave Morrissey indicated that St. Mathews is a green school recently built that could be used as a site for P.D. for business and plant personnel. Other areas to consider are Purchasing and Transportation. Michael will contact Donna to see if she would champion a session on Purchasing.

5.8. Face Invitation:

The board of directors for the FACE project have invited the executive members of the provincial associations (OAPCE, OCSOA, OAPCE and CPCO) to attend the remaining regional training sessions as observers at their own expense. The next four sessions are as follows:

- *Nov. 9-in London- Ian and Peter will attend.
- *Nov. 11-in Sudbury- no directors will attend this meeting.
- *Nov. 22-in Newmarket- Michael Gray will attend.
- *Nov. 25-in Thunder Bay- Erica will attend.
- *Nov. 30-in Kemptville- no directors will attend this meeting.
Peter will send an email to Lou.

5.9. Action Items-see attached

Catholic Bishops of Ontario Equity and Inclusion Paper-received as information.
CCDO-November 2nd meeting date Angelo will attend.

6. Executive Directors Reports

6.1. Financial Report to September 30, 2010- Peter Marchini reviewed the report with the Directors.

Motion: that the Financial Statements to September 30, 2010 be approved as presented.

Moved by: Ian Gauld

Seconded by: Dave Morrissey

Carried

6.2. Final Conference Financial Report

Peter stated that the invoices from the hotel are still being reviewed and other invoices such as the Train are yet to be received. He will attempt to have a report ready for the next board meeting.

6.3. Insurance Renewal

After some discussion regarding the upcoming insurance renewal and rates a motion was made.

Motion: that the AVIVA premium of \$1782 for October 1, 2010 to September 30, 2011 which includes Fidelity as well as Directors Liability Insurance be approved.

Moved by: Anne Marie Nicholson

Seconded by: Angelo Romanoa

Carried

6.4. Membership Summary Update

Peter indicated that Larry who works on the board website has been asked to post the 2010-2011 membership.

6.5. ICE Statement from the Catholic Bishops of Ontario re Policy Directive on Equity and Inclusion.

This item was discussed under item 5.9

7. Next Meeting Agenda Items:

Fianal Conference Financial Statement
October 31, 2010 Financial Statements
Budget for 2010-2011

8. Adjournment

Time 3:00PM

Moved by: Ian Gauld

Seconded by: Rosemarie McHugh

Carried

9. Next Meetings

Date	Purpose	Location
November 11, 2010	Board of Directors Meeting	OCSBOA Office
December 9, 2010	Board of Directors Meeting	OCABOA Office

Approved by the Board of Directors on November 11, 2010



Peter S. Marchini, Executive Director