

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

**M I N U T E S**

**MEETING OF THE BOARD OF DIRECTORS**

**December 16, 2010  
Teleconference 8:00AM**

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<b><u>Present:</u></b>	<b><u>Board</u></b>	<b><u>Title</u></b>
Michael Gray-President	Durham CDSB	Assistant Super. Of Human Resources
Anne Marie Nicholson	Huron-Perth CDSB	Manager of Assessment & Plant
David Morrissey	Hamilton-Wentworth CDSB	Controller of Plant
Rosemarie McHugh	Wellington CDSB	Manager of Human Resources
Erica Bailey-via teleconference	Kenora CDSB	Superintendent of Adm. Services
Donna Lee Reid	Dufferin-Peel CDSB	Manager Supply Chain

Peter Marchini, Executive Director

**Regrets:**

Ian Gauld

**1. Call To Order**

President Michael Gray called the meeting to order at 8:15AM

**2. Opening Prayer**

Peter read a prayer to open the meeting. Michael asked that we keep in our prayers all those travelling during the Christmas season.

**3. Approval of Agenda**

***MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting December 16, 2010 be approved, with the addition of item 6.11 Catholic Partner Communication and 6.12 OECTA Open House.***

***MOVED BY: ANNE MARIE NICHOLSON***

***SECONDED BY: ERICA BAILEY***

***CARRIED***

**4. Approval of Minutes**

**4.1. Approval of Minutes from November 11, 2010**

***MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on November 11, 2010 be approved.***

***MOVED BY: ANNE MARIE NICHOLSON***

***SECONDED BY: DONNA LEE REID***

***CARRIED***

**5. Business Arising from the Minutes and Committee Reports**

## **5.1. Committee Reports**

### **5.1.1. Human Resources Committee- Report on November 18<sup>th</sup> meeting**

Michael Gray provided an update for the Board of Directors regarding the round table discussions, in particular the Letters of Understanding from OECTA on sessional teachers and delegation of authority. Issues of the Early Learning Program were also discussed. A Labour Relations Seminar was held on Nov. 19<sup>th</sup>. The seminar included speakers from Hicks Morley and Lattner Gervais that focused on Bargaining and Certification Issues relating to the ELP staff. There was over 150 Board staff in attendance. Michael acknowledged the work of Angelo, Jim LoPresti and Mike McPhee, who organized the HR Conference. Angelo indicated that Mike McPhee has solicited 5 to 6 staff from OCSTA regions to come together to review the issues pertaining to the forthcoming Teacher negotiations. This would help assure that all boards are on the same page when negotiations commence.

## **5.2. Other Business Arising from the Previous Meeting**

### **5.2.1. 2010 Conference Membership Survey**

Mike thanked Anne Marie for her work in drafting the conference membership survey. Anne Marie reviewed the survey with the Directors, which will be sent out in early January. Michael asked Dave Bilenduke and Erica Baiey as to whether the \$5000 to be spent on the OCSBOA/OSBOA was worthwhile. Dave felt it provided OCSBOA needed exposure. Donna Lee Reid informed the Directors that the Supply Chain seminar would not be a cost to OCSBOA. She indicated that it would be beneficial to provide this seminar in conjunction with OSBOA. `Dave Bilenduke suggested we join forces with OASBO to do both the finance and supply chain seminars at the one-time cost of \$5000.

***Motion: that OCSBOA contribute \$5000 towards the cost of an OASBO and OCSBOA Finance Seminar to be held on March 3rd-4th as well as a joint OCSBOA/OASBO Supply Chain Seminar to be held early in the New Year.***

***MOVED BY: ANNE MARIE NICHOLSON      SECONDED BY: DAVE BILENDUKE***

***CARRIED***

### **5.2.2. Website Design Primary User**

Peter provided background on the email received from Larry Cook. Larry has provided a link to OCSTA on the OCSBOA website. The Directors indicated that they felt our primary user is our membership. It was suggested that our Catholic Partners be added as a link. Peter will continue to work with Larry on the improvement of the website and have a follow-up report for the January meeting.

### **5.2.3. Tour of St Matthew LEED School April 1, 2011**

Peter provided the Directors with information on the email received from Dave Morrissey. It was recommended that Peter draft a letter for Michael Gary's signature to be sent to the membership, notifying them of this PD session. The letter is to include a note that non-members are welcome to attend especially those from the Facility Services Departments.

## **6. New Business**

### **6.1. Thank you letters to 2010 Conference Planners/Participants**

Peter indicated that in previous years thank you letters were sent to individuals that greatly assisted OCSBOA during the conference. It was suggested that letters be sent to Don Drone, Dan D, Diana Karkut, Father Noon, and Mary Lynn Woods.

### **6.2. 2010-2011 Budget**

Peter reviewed the 2010-2011 Budget numbers with the Directors. He indicated that the Budgeted Revenues of \$78,564 and Expenditures of \$84,762 would result in a fiscal Deficit of \$6,198. A worksheet was provided that a rationale for this deficit. Discussion on the location proposed for the 2012 conference transpired and how this location may impact on attendance. The survey being conducted by Anne Marie may help the Directors decide on where the conference should be held. There were questions and comments raised regarding the Directors meeting expenses, especially if the 2012 conference is held in Ottawa. It was decided to not increase this line item since the Directors respective Boards have been covering their costs. Peter indicated that the 2010 Conference was a success both professionally and financially since the final numbers indicate that the conference produced a surplus of \$10,766. This was mainly due to attendance and an increase in sponsorship. The revenue and expenditure line items were reviewed with the Directors.

***Motion: that the location of the 2012 Conference be reviewed pending the information received from the Membership Survey.***

***MOVED BY: DAVE BILENDUKE***

***SECONDED BY: ROSEMARIE MCHUGH***

***CARRIED***

***Motion: that the 2010-2011 Budget be accepted and approved as presented.***

***MOVED BY: ROSEMARIE MCHUGH***

***SECONDED BY: ANNE MARIE NICHOLSON***

***CARRIED***

### **6.3. ICE request for a second OCSBOA Representative**

Sr. Joan has requested that OCSBOA have a second representative for their records. The Directors suggested that Dave Morrissey be nominated as the alternate to the Executive Director, since he has already indicating that he would attend the ICE meetings if the Executive Director is unable to do so.

### **6.4. ICE Minutes and next meeting date March 7<sup>th</sup> 2011**

The ICE minutes were included in the agenda package as information. Erica Bailey provided a summary report on the ICE meeting she attended.

### **6.5. OCSTA-Catholic Education Week 2011**

This is an information item for the Directors.

### **6.6. OCSOA Calendar**

This item was included in the agenda package as information for the Directors. Mike asked that Larry include this as a link on our website.

## **6.7. OSGOODE Professional Development Feb. 28-March 1, 2011**

The OSGOODE Professional Development program was reviewed by the Directors.

## **6.8. Consultation for 2011-12 GSN**

The Ministry of Education email regarding the consultation meeting schedule for January 13<sup>th</sup> from 1:00-2:30pm was reviewed. Peter and Michael will attend via teleconference.

## **6.9. National Speakers Bureau-2011 Conference Speaker**

Peter provided information on the email received from Jeff. The membership survey will assist the Directors with determining next year's conference theme and speaker. Peter will notify Jeff and send his email to Anne Marie.

## **6.10. Ontario College of Teachers Conference 2011**

This is an information item for the Directors. HR staffs at boards have been provided with information as to topics and issues that will be discussed.

## **6.11. Catholic Partners Communication**

Michael asked that when we receive communication from Catholic Partners that we send this communication out to our membership.

## **6.12. OECTA Open House**

Catholic partners were invited to the OECTA open house on December 1<sup>st</sup>. Michael attended on behalf of OCSBOA and would like to acknowledge OECTA for their efforts.

## **7. Executive Directors Reports**

### **7.1. Financial Report to November 30, 2010**

Peter reviewed the Financial Statements to November 30, 2010 with the Directors.

***Motion: that the November 30, 2010 Financial Statements be approved as presented.***

***MOVED BY: ANNE MARIE NICHOLSON      SECONDED BY: ROSEMARIE MCHUGH***

***CARRIED***

### **7.2. 2010 Conference Financial Statement**

This item was discussed more fully under item 6.2. 2010-2011 Budget.

***Motion: that the 2010 Conference Financial Statement be approved as presented.***

***MOVED BY: ROSEMARIE MCHUGH      SECONDED BY: DAVE MORRISSEY***

***CARRIED***

### **7.3. 2010-2011 Budget**

This item was discussed under item 6.2. and was included at 7.3. in error.

**8. Information Reports**

**8.1. Action Item Report**

Peter will review the Action Item Report in light of the December 16<sup>th</sup> meeting and forward it to the Directors for their input and comments.

**9. Next Meeting:**

**January 13<sup>th</sup> 2011**

**10. Adjournment:                      Time 9:45AM**

***Moved By: Rosemarie McHugh***

***Seconded By: Dave Morrissey***

***Carried***

***Approved by the Board of Directors on January 13, 2011***



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