

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**January 13, 2011
Teleconference 10:00AM**

Present:	Board	Title
Michael Gray-President	Durham CDSB	Assistant Super. Of Human Resources
Rosemarie McHugh	Wellington CDSB	Manager of Human Resources
Erica Bailey	Kenora CDSB	Superintendent of Adm. Services
Donna Lee Reid	Dufferin-Peel CDSB	Manager Supply Chain
Dave Bilenduke	Toronto CDSB	Senior Coordinator Finance

Peter Marchini, Executive Director
Larry Cook Website Designer

Regrets:

Ian Gauld
Dave Morrissey
Anne Marie Nicholson

1. Call To Order

President Michael Gray called the meeting to order at 10:05AM

2. Opening Prayer

Michael asked for any special intentions. The Directors requested that we keep in our prayers the family of the Toronto police officer recently killed while on duty, as well as the family of the teacher charged with attempted murder.

3. Approval of Agenda

MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting January 13, 2011 be approved, with the addition of item 5.2.8 Delta Guelph Hotel Conference payment.

MOVED BY: ROSEMARIE MCHUGH SECONDED BY: ERICA BAILEY

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from December 16, 2010

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on December 16, 2010 be approved, with the correction that Dave Bilenduke be recorded as present.

MOVED BY: ROSEMARIE MCHUGH SECONDED BY: DAVE BILENDUKE

CARRIED

5. Business Arising from the Minutes and Committee Reports

5.1. Committee Reports

5.1.1. Conference Committee

5.1.1.1. Location of 2012 Conference

The survey undertaken by Anne Marie was reviewed. Included in the survey was a question regarding conference locations. The overall consensus was to keep it close to the GTA, therefore easily accessible to boards. The cost for boards to send numerous participants to outlining areas would be prohibitive. Michael suggested the GTA one year and a location within perhaps one hour drive of the GTA the second year. Resort locations are well attended and tend to keep the delegates together. Dave Bilenduke preferred that the conference not be held in downtown Toronto due to traffic and parking issues.

5.1.1.2. Conference Planning Document

Peter reviewed the two planning documents with the directors. Michael asked the directors to contact Anne Marie to indicate their area of interest. Dave Bilenduke will send out the first letter to sponsors. The directors reviewed the email from Jeff Jacobson. Conference themes were suggested. Overall the board felt Kyle MacDonald would best suit a "shrinking box" theme. Peter will send Jeff an email to inquire as to Kyle availability and his suggestions regarding the conference theme.

5.1.2. OCSTA Liaison

Erica attended a teleconference with OCSTA re planning a finance session at the end of April at the OCSTA AGM. The session will commence late morning and end at 3:00PM, in order to have time to meet with MOE officials. Included in the session will be an Economist and panellist on Early Learning. Jim Grieves will be one of the panellists.

5.1.3. Ministry of Education Liaison

No report at this time.

5.1.4. Human Resources

Angelo reported that the next meeting will be February 11, 2011. The Institute of Educational Learning will hold a training session on Feb. 16, on PPM 152. Board teams will work with two facilitators. Rosemarie attended the session held last fall. Angelo will forward the information to the Board of Directors. 43 boards attended last fall's session. Regarding Reg. 309 Qualifications needed to be approved as a Superintendent, both CODE and OASBO are trying to amend the regulation to allow individuals with CHRP designation to enter the Superintendent Qualification Program. Michael felt having people with appropriate backgrounds and CHRP credentials is beneficial to boards. Angelo is drafting a letter to be sent to Karen Fox at OASBO for Michael's signature in support of OASBO's recommendations regarding the amendment to Reg. 309. Erica asked if the Council of Superintendents of Business has been approached. Michael will contact Karen to discuss this issue with her. Reg. 309 was discussed in the fall by the Board of Directors. Peter will review the minutes to see what action if any was recommended.

5.1.5. Membership Services

Peter updated the Board of Directors on the membership dues paid to date and emails sent to those who still have not paid. Some concern over boards facing financial budget constraints.

5.1.6. Constitution and By-Laws

No report at this time.

5.2. Other Business Arising from the Previous Meeting

5.2.1. OASBO/OCSBOA Finance Workshop March 3-4 2011

Peter indicated that he has emailed Tracy MacLennan that OCSBOA will support the workshop as approved in December. The financial support of \$5000 will be made and OCSBOA will be cohosting the workshop.

5.2.2. Conference Membership Survey

The initial conference survey responses were emailed to the directors by Anne Marie. Michael reviewed the report with the Directors. Peter will include an updated survey in the February agenda.

5.2.3. Website design-Update from Larry Cook

Michael thanked Larry for his efforts to date. Larry provided background on his work experience and what changes have been undertaken to date. The website was recently moved to the First Class server, with little or no change. Larry is now recreating the website. Michael feels it is fresher and is more concerned as to what we can include on the site to assist our members. Larry walked the board through the design changes including the LOGO design and colouring, drop down menus and more consistent fonts. The new design could be brought live very quickly. Rosemarie felt the changes were a great improvement. Donna Lee felt the membership font was very hard to read. Larry mentioned that Filemaker Pro could be a useful tool in tracking membership. The template to run the new design would cost \$500. This cost could be reduced if more organizations were involved. The manpower cost would be about 50 hours or \$2500. Total cost would be \$2000 - \$3000 and would be a one-time cost. Further discussion took place on the 2010/11 budget of \$1200. Michael asked the Directors for their input. The work done to date would cost about \$2000. Larry left the teleconference and the Directors continued the discussion on this item. The item will be included on the February agenda.

5.2.4. Supply Chain Seminar-Update Donna Lee Reid

Donna Lee spoke to Tracy regarding coordinating this session with the Finance workshop to be held in March. Tracy indicated Ministry of Education and Ministry of Finance officials will be in attendance. New guidelines version 1.1 will be released under Bill 122 in the near future. There will be one hour given at the Finance workshop to discuss the changes proposed by Bill 122, to the Supply Chain area of school boards.

5.2.5. April 1st PD LEED School-Dave Morrissey

Two letters were drafted by Dave one to be sent to OCSBOA members and the second to OASBO. Peter will work with Dave upon his return from vacation in order to finalize the letters and forward them to Michael for approval before sending out.

5.2.6. Conference Thank You Letters

The thank you letters drafted by Peter were reviewed. Michael asked if it would be a good idea to send ECODE a letter thanking them for their support of our conference. Peter will draft a letter for Michaels signature.

5.2.7. OCSTA Finance Brief

Erica provided comments on the OCSTA Finance Brief. Suggestions centered around an increase in flexibility. Special education is causing ongoing financial pressures. Michael sent an email to OCSTA thanking them for their work on the Finance Brief.

5.2.8. Delta Guelph Hotel Conference Payment

Peter informed the Directors that he mistakenly assumed that the OCSBOA checking account had an overdraft protection. The Delta Hotel conference check was cashed in late December however on Jan. 4th it was returned NSF, and the account was charged \$42.50. Peter will reimburse the account for this amount. A new check has been sent and \$10,000 was transferred from the ING savings account to the TD checking account.

6. New Business

6.1. Conference Speakers Suggestions from National Speakers Bureau

This item was discussed under 5.1.1.2.

7. Executive Directors Reports

7.1. Financial Report to December 31, 2010

Due to time constraints on a number of Directors this item was deferred until the February meeting.

8. Information Reports

8.1. Action Item Report

Due to time constraints this item was deferred to the February meeting.

9. Next Meeting:

February 10, 2011

10. Adjournment: Time 12:10PM

Moved By: Rosemarie McHugh

Seconded By: Erica Bailey

Carried

Approved by the Board of Directors on ----- 2011


Peter S. Marchini, Executive Director