

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

May 10, 2011

Fallsview Hilton Niagara Falls

Present:	Board	Title
Michael Gray-President	Durham CDSB	Assistant Super. Of Human Resources
Ian Gauld Vice President	Windsor-Essex CDSB	Supervisor of Operations
Anne Marie Nicholson	Huron Perth CDSB	Manager of Assessment &Plant
Dave Bilenduke.....	Toronto CDSB.....	Senior Coordinator Finance
Erica Bailey.....	Kenora CDSB.....	Superintendent of Adm. Services

Peter Marchini, Executive Director

Regrets:

Rosemarie McHugh
David Morrissey
Angelo Romano

1. Call To Order

President Michael Gray called the meeting to order at 11:00AM
The Board of Directors were provided a tour of the Fallsview Hilton by Nicole Bechkos

2. Opening Prayer

The Prayer before a Meeting was recited together.
Michael asked for any special intentions, and that we keep in mind any of our families and colleagues that may be experiencing difficulties at this time.

3. Approval of Agenda

MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting May 10, 2011 be approved, with the addition of items 5.2.6 Website Design and 6.5 Meeting Calendar.

MOVED BY: IAN GAULD SECONDED BY: ERICA BAILEY

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from April 27, 2011

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on April 27, 2011 be approved, with the correction of the spelling of Angelo Romano's surname.

MOVED BY: ANNE MARIE NICHOLSON SECONDED BY: DAVE BILENDUKE

CARRIED

5. Business Arising from the Minutes and Committee Reports

5.1. Committee Reports

5.1.1. Conference Committee-Anne Marie Nicholson, Ian Gauld, Michael Gray

5.1.1.1. Conference Planning Document-Anne Marie Nicholson

Anne Marie reviewed each line item of the Planning Document with the Board of Directors.

There will not be entertainment after the dinner on Wednesday night. It was felt that this would be a free night for the delegates.

Thursday program will start with registration at 8:30am. Keynote speaker at 9:15, and Eucharistic Celebration at 11:00am. Lunch will be served at 12:00.

Dave Morrissey will contact Bishop Bergie.

Avery Shanfield of CIBC or another economist will be guest speaker at 1:00pm on Thursday. Dave Bilenduke will be our contact.

The AGM will start at 1:45-2:30pm with a break at 2:30-2:45, followed by the MOE panel. Michael Gray will contact the MOE with the hope of securing someone from the Human Resource side. Erica will contact the MOE to secure speakers from the Business Branch.

Anne Marie will contact Harris to see if they can again support our Presidents Reception.

Anne Marie will contact Adrian Russo to see if he is available for Thursday night entertainment.

The Directors will work at obtaining a speaker for Friday morning session.

Concurrent sessions will commence at 11:00am on Friday followed by a light lunch.

Michael Gray provided samples of the sweat pants that will be the hand out from McCarthys. The cost of putting our logo on them is same as last year \$10 and it was felt that 100 would be needed.

5.1.1.2. Sponsor-Dave Bilenduke

Dave Bilenduke sent out the sponsor letters. The Directors were provided a list of sponsors and were asked to contact Dave if they had any possible additions.

5.1.2. OCSTA Liaison-Erica Bailey Dave Bilenduke

Michael reported that he and Peter attended the OCSTA AGM dinner at the Royal York on May 1.

5.1.3. Ministry of Education Liaison-Rosemarie McHugh, Angelo Romano

No report at this time.

5.1.4. Human Resources-Rosemarie McHugh, Angelo Romano

No report at this time. Michael asked that Directors that are unable to attend Board meetings provide written reports to the Executive Director for presentation in the Board agenda.

5.1.5. Membership Services-Donna Lee Reid, Ian Gauld

No report at this time.

5.1.6. Constitution and By-Laws-Erica Bailey

No report at this time.

5.2. Other Business Arising from the Previous Meeting

5.2.1. 2012 Conference Location Anne Marie Nicholson

Anne Marie provided information on possible locations for the 2012 Conference. The Fern and Hockley Valley Resorts are not available on our dates. It was suggested that we look at moving our conference to Sept. 26-28. Anne Marie emailed the resort and was informed that it was available for Sept. 26th. It was felt that we should go with this date and location.

5.2.2. ICE Symposium May 15-16, 2011-Michael Gray

Michael indicated that he Peter and Dave Morrissey would attend on behalf of OCSBOA. Michael is a member of the Planning Committee overseeing the bussing. Mass is at 4:30pm on Sunday May 15, followed by a dinner. It is expected that close to 1000 will be in attendance.

5.2.3. Mission Statement and Values-Michael Gray

This item was deferred until the June meeting. Michael asked that Directors email their mission and vision statements to himself and Peter prior to the June meeting.

5.2.4. Niagara Parks VIP Wine Tour Contract-Anne Marie Nicholson

Anne Marie and Peter reviewed the contract with the Directors. It was agreed to sign the contract and pay the \$1000 deposit, which has been budgeted for in this year's conference budget.

5.2.5. 2011 OCSBOA AGM Draft Agenda-Peter Marchini

The draft agenda was reviewed with the Directors. The date for next years' conference was revised. Committee reports are due by June 30th, this year. The Outstanding Contribution and Honourary Membership items were reviewed and it was felt and agreed to the Tracy McLennan and Gerry O'Neil would be this years' candidates. Michael will advise them and invite them and their families to the conference.

5.2.6. Website Design-Ian Gauld

Ian reported that a temporary link has been emailed to the Directors for their review. Ian asked for their comments by May 30th so that adjustments and enhancements could be made prior to the June meeting.

6. New Business

6.1. Celebrating Parent Partnerships in Catholic Education OAPCE AGM-Michael Gray

Michael indicated he will attend on May 13, 2011 at the Holiday Inn in Burlington.

6.2. Supervisory Officer Performance. Appraisal-Michael Gray

The last meeting of this group was April 20, and the next meeting is scheduled for May 12th, as well as one in June. The academic and business SO's would be in one Pool with Performance Appraisals once per year. The committee reviewed appraisal Models from other organizations. The once a year frequency may not work and the

two to three year frequency is being assessed. All educational groups are represented on panel.

6.3.Canadian Catholic Trustees Association Conference-Michael Gray

This years' conference will be held in Regina June 1-3rd. OCSOA will have representation. Erica volunteered to represent OCSBOA at this years' conference.

6.4.Roof Top Solar Energy-Scott Baker-Michael Gray

Michael provided background on this item. The Directors spoke about the idea of having sponsor booths set up at the conference. It was felt that this idea would need to be explored much further. Scott and his company would be a welcomed sponsor at the conference.

6.5. Meeting Calendar-Donna Lee Reid

Donna Lee asked that the Directors consider utilizing meeting calendar software, in order to facilitate setting meetings. Ian will ask Paul Demarco about the software used at the WECDSB.

7. Executive Directors Reports

7.1. Financial Report to April 30, 2011

Peter briefly updated the Directors on the Financial Statements for April.

Motion: that the Financial reports to April 30, 2011 be approved as presented.

***Moved By: Dave Bilenduke
Carried***

Seconded By:Ian Gauld

8. Information Reports

8.1. Action Item Report

The action item report was reviewed. Many of the Board initiatives have been achieved. Michael asked that we work towards approving a Mission and Values Statement by June 30th.

9. Next Meeting:

June 29th OCSBOA Office at 10:00AM.

10. Adjournment: Time 1:35PM

Moved By:Ian Gauld

Seconded By: Dave Bilenduke

Carried

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



Peter S. Marchini, Executive Director