

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**November 10, 2011
OCSBOA Office**

<u>Present:</u>	<u>Board</u>	<u>Title</u>
Michael Gray-President	Durham CDSB	Super. Of Human Resources
Erica Bailey.....	Kenora CDSB.....	Superintendent of Adm. Services
Donna Lee Reid	Dufferin-Peel CDSB	Manager of Supply Chain
Joseph O'Hara	Halton CDSB	Executive Officer, HR
Ian Gauld-Vice President	Windsor-Essex CDSB	Supervisor of Operations
Michelle Lamarche	Algonquin&Lakeshore CDSB	Manager of Human Resources
Rosemarie McHugh	Wellington CDSB	Manager of Human Resources

Peter Marchini, Executive Director

Regrets:

Dave Morrissey
Angelo Romano

1. Call To Order-Michael Gray

Chair Michael Gray called the meeting to order at 10:00AM

The Board of Directors were asked if they had any special intentions they would like to share with the Board. Michael asked that we keep in our prayers any staff that may be ill at this time.

2. Opening Prayer

The OCSBOA Prayer was recited together.

3. Approval of Agenda

MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting of November 10, 2011 be approved, with the addition of item 5.2.7. Role of Past President, and 5.2.8. Strategic Directions 2011-12.

MOVED BY: IAN GAULD SECONDED BY: ROSEMARIE MCHUGH

CARRIED

At this point Joe O'Hara and his colleague Bill Cripps provided a demonstration of Video Conferencing.

4. Approval of Minutes

4.1. Approval of Minutes from October 27, 2011

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on October 27, 2011 be approved as presented.

MOVED BY: IAN GAULD

SECONDED BY: MICHAEL GRAY

CARRIED

5. Business Arising from the Minutes and Committee Reports

5.1. Committee Reports

There were no reports presented at this time. Michael asked that when the Directors attend special meetings such as OCSTA, that they email the Executive Director a brief synopsis of the meeting so that their summary can be placed on the next Board of Directors meeting.

5.2. Other Business Arising from the Previous Meeting

5.2.1. Video Conferencing

Joe O'Hara provided background on computer needs for video conferencing. He noted that the agenda attachments could be loaded and viewed on the screen while the meeting is in progress. The application is called Microsoft Round Table. A feature includes an attendee window. The needs are a web cam and a computer microphone. There would be some costs to OCSBOA to start video conferencing. There was discussion on the pros and cons of holding meetings in this fashion. It was agreed that each Director would obtain a camera and download the software, so that if there were a need to hold a meeting via video conferencing this would be possible.

5.2.2. 2010 Conference Membership Survey

The results of the survey were discussed and reviewed. Michael asked if we should do a similar survey to obtain feedback on the 2011 Conference, as well as one on P.D. Peter and Ian will coordinate the format and questions and forward an email to the membership. Joe felt a broad based PD session on Time Management would be of great benefit to the membership.

5.2.3. Website Design and OCSBOA Logo

Ian reported that we are waiting for the new logo. Paul DeMarco and Larry would then coordinate the transfer to the new website design. The majority of Directors felt that the logo with the OCSBOA superimposed over the province of Ontario was the most attractive design. Peter will send the new logo to the membership with an email explaining that the Board of Directors have been in the process of refreshing the website and mentioning the efforts of Sue-Ann Maharaj. It was agreed that Michael would obtain a \$100 gift certificate to be given to Sue-Ann in appreciation of all her hard work.

5.2.4. 2011 Membership List

The Board of Directors reviewed the membership list and asked that a letter be drafted by Michael to be sent to all Catholic Directors of Education with a list of members paid and those who were past members at their individual boards. It was also felt that the membership list be updated to accurately reflect names and job titles.

5.2.5. OCSBOA Auditor

Ian updated the Directors regarding an individual he had contacted about assuming the role of auditor of OCSBOA. He indicated that this person was not interested, however he would now contact the Accountant at the WECDSD to see if she would be willing to help. If this option failed then Peter would contact his brother's office to see

if one of the accountants in his firm would be interested.

5.2.6. 2011 Conference Sponsor List

The list was included in the board agenda package. It was decided that Peter would send each Director the names of three sponsors so that they may personally contact them to thank them for their support and brief them as to the location and time of the 2012 AGM and Conference.

5.2.7. Role of Past President-Michael Gray

Michael indicated that he would contact Dave Bilenduke to see what role he would like to assume this year as Past President.

5.2.8. Strategic Directions 2011-12-Michael Gray

Michael reviewed his suggestions for 2011-12 Strategic Directions which included:

Membership-He indicated that not only should the Board strive to increase its membership but as well better serve the membership through its committees and providing more networking opportunities.

Partnerships-Michael's second goal is to increase our participation with our Catholic partners during the upcoming year.

Communication of the OCSBOA Organization-Michael felt that this could be accomplished through continued use of our website.

Peter will add these goals to the Action Plan for the December meeting. Michael will work with Erica in contacting the MOE to determine if there are grants available to fund Professional Development sessions sponsored by OCSBOA.

6. New Business

6.1. Thank you letters to 2011 Conference Planners/Participants-Michael Gray

Peter will send the letters drafted by Michael to John Crocco and Jim LoPresti to Michael for his signature.

6.2. Hilton Hotel Invoice-Peter Marchini

Peter reviewed the Hilton invoice with the Board of Directors, and indicated that it was in line with the budget.

MOTION: That the Hilton Hotel invoice in the amount of \$24,815.55 representing the balance owing for the 2011 AGM and Conference be paid.

MOVED BY: Rosemarie McHugh

SECONDED BY: Erica Bailey

CARRIED

6.3. 2012 Conference Speaker and Theme-Michael Gray

Michael reviewed with the Directors last month's discussion regarding Father Ricard. His

fee goes to Catholic schools in his area. After some discussion it was agreed that Peter would contact Michelle Lamarche asking that she email Father Ricard to see if he is available to speak at our 2012 Conference.

7. Executive Directors Reports

7.1. Financial Report to October 31, 2011

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

MOTION: That the financial report for October 31, 2011 be approved as presented.

MOVED BY: Joe O'Hara

SECONDED BY: Rosemarie McHugh

CARRIED

7.2. Conference Financial Statement-Preliminary

Peter provided an update as to the financial results of the 2011 Conference. He indicated that at least one more invoice has yet to be paid and one or two Conference fees are still outstanding. A follow-up report will be placed on the December agenda.

MOTION: That the 2011 Conference Financial Statement-Preliminary be approved As presented. A final statement will be placed on the December agenda.

MOVED BY: Erica Bailey

SECONDED BY: Rosemarie McHugh

CARRIED

8. Information Reports

8.1. Action Item Report

There was no report presented at this time.

9. Next Meeting:

Thursday December 16 at 10:00AM at the OCSBOA Office.

10. Adjournment: Time 12:50PM

MOVED BY: Rosemarie McHugh

SECONDED BY: Ian Gauld

CARRIED

Approved by the Board of Directors on ----December 16,2011



Peter S. Marchini, Executive Director