

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**January 24, 2013
Teleconference**

Present:	Board	Title
Ian Gauld	Windsor-Essex CDSB	Supervisor Caretaking
Martin Farrell	Toronto CDSB	Coordinator-Materials Mgt
Joseph O'Hara	Halton CDSB	Executive Officer, HR
Michael Gray	Durham CDSB	Superintendent HR
Basil Ho	HuronPerth CDSB	Manager Info Tech
Betty Stavropoulos	Toronto CDSB	Senior Coordinator Benefits & Comp
Beth Bjarnason	Dufferin-Peel CDSB	Supervisor Planning and Operations
Angelo Romano	Hamilton-Wentworth CDSB	Manager HR
Michelle Lamarche	Algonquin Lakeshore CDSB	Manager HR

Peter Marchini, Executive Director

Regrets:

Sandra Pessione

1. Call To Order-Ian Gauld

Chair called the meeting to order at 10:10AM

1.1.Attendance-Sandra Pessione, sent her regrets.

1.2.Declaration of Interest-no Director declared a conflict with regards to the agenda.

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 January 24, 2013 be approved, with the addition of items 6.2 Teleconference, 6.3 HR Committee Teleconference costs, 6.4 OCSOA Board Meeting.

MOVED BY: MARTY FARRELL

SECONDED BY: BASIL HO

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from December 13, 2012

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on December 13, 2012 be approved with the correction of the date at item 4.1

MOVED BY: BETH BJARNASON

SECONDED BY: BASIL HO

CARRIED

5. Business Arising from the Minutes and Committee Reports

5.1. 2014 Conference Site Selection

Angela had forwarded a revised schedule with updated figures for room costs, break out room costs, etc from the two Collingwood Resorts and Nottawsaga for September and October 2014. After reviewing the costs, travel time etc and availability the Directors felt that the Blue Mountain Resort was the best option for 2014. Peter was directed to contact Angela Visconti so that a contract could be drafted for the March meeting.

5.2. Conference Speakers

The Directors reviewed a number of speaker options as presented by Jeff from NSB. After considerable discussion it was agreed that Dr. Nutt would be a suitable speaker for the 2013 conference. Peter will contact Jeff to determine if she is available and her fee.

5.3. OCSTA Finance Seminar May 2013

No further information at this time.

5.4. Hockley Valley Final Invoice

Ian provided information regarding his letter to the owner of the resort. The response was unfortunately not positive and that the balance of \$11978 representing the fee for the rooms not booked would need to be paid.

Motion: That the amount owing of \$11,978 representing the cancellation room charges be approved and a cheque be forwarded to the resort.

Moved By: BASIL HO

Seconded By: MICHAEL GRAY

6. New Business

6.1. OAPCE Conference Sponsorship

Peter forwarded a letter from Aimee Gerdevich from OAPCE asking that OCSBOA consider sponsoring the 2013 OAPCE Conference. Due to this years' budget restraints the Directors were forced to decline sponsorship. Peter will email Aimee.

6.2. Teleconferencing Fees

Marie Osborne and Theresa Harris have been seeking a company that would provide Teleconferencing services at a reasonable cost. They have tested the service of Evolve and found it to be reliable and at a much reduced cost. The present OCSBOA meeting is as well using their service. The fee per minute is 5 cents versus our current fee of 29 cents per minute with Bell. Marty will look into this company with his staff and provide his findings at the next Board meeting.

6.3 HR Teleconferencing

Angelo indicated that the HWCDSB provides luncheons and teleconferencing to Committee members when needed. The teleconferencing has been a costly item for the Board averaging over \$250 per meeting, with approximately 5 meetings annually. Angelo is requesting that OCSBOA consider covering these costs. Peter indicated that the current budget has allotted \$2000 for teleconferencing fees, and with the possibility of moving to Evolve there may now be sufficient funds to cover the HWCDSB costs.

6.4. OCSOA Board of Directors Meeting

Michael Gray indicated that a report is due for the February 6 meeting of OCSOA. Ian will provide some data and initiatives that OCSBOA will be working on for 2012/13.

7. Executive Directors Reports

7.1. Financial Report to December 31, 2012.

Peter briefly updated the Directors on the Financial Statements, and indicated that the 2012-13 Budget has not been entered since it has yet to be finalized.

MOTION: That the financial reports for December 31, 2012 be approved as

presented.

**MOVED BY: MARTIN FARRELL
CARRIED**

SECONDED BY: IAN GAULD

7.2. 2012-13 Budget

Peter reviewed the current budget numbers with the Directors, which indicated a Deficit of \$17,050. He also provided some recommendations on revenue and expense line items that would alleviate some of the deficit. With regard to revenue an increase in membership fees from the current 155 to 165 members would result in \$1725 in additional revenue. With regard to the expenditures, the board would need to defer payment to ICE (\$1000) and not participate in funding the Finance seminar with OASBOA (\$5000). A reduction in office of supplies of \$250 and a reduction of \$35 to Conference Promotions would total an expenditure reduction of \$6285. The deficit would be revised to \$9040. After some discussion by the Directors it was felt that these reductions would be necessary for this year.

MOTION: That the 2012/13 budget item Membership Fee be increased by 10 Members to 165 resulting in a revenue adjustment of \$1725, that the Expenditure lines Conference Promotion be reduced by \$35 to \$965, Office Supplies be reduced by \$250 to \$750, ICE Fees be reduced by \$1000 to 0, and Workshop be reduced by \$5000 to 0. This results in a revised budget deficit of \$9076, with total revenues of \$97,893 and total expenditures of \$ 106,969.

**MOVED BY: BETTY STAVROPOULOS
CARRIED**

SECONDED BY: MICHAEL GRAY

7.3. Conference Financials

Peter reviewed the Conference Financials with the Directors. Unfortunately the Room cancellation fees of \$11978 resulted in the conference deficit of \$6515. The conference revenues and expenditures form the majority of the 2012/13 Budget. It was hoped that this year's conference will produce a surplus.

8. Information Reports

8.1. Action Item Report

No report at this time.

9. Next Meeting:

February 21, 2013 10:00AM via Teleconference. The subsequent meetings have been tentatively set as follows:

March 21 10:00AM OCSBOA Office

April 18 Deerhurst Resort

May 16 10:00AM OCSBOA Office

June 20 10:00AM OCSBOA Office

10. Adjournment: Time 11:35AM

**MOVED BY: MICHELLE LAMARCHE
CARRIED**

SECONDED BY: MARTY FARRELL

Approved by the Board of Directors on , 2013.



Peter S. Marchini, Executive Director

