

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**October 25, 2013
OCSBOA Office**

<u>Present:</u>	<u>Board</u>	<u>Title</u>
Ian Gauld	Windsor-Essex CDSB	Supervisor of Operations
Martin Farrell	Toronto CDSB	Coordinator-Materials Mgt
Angelo Romano	Hamilton-Wentworth CDSB	Manager HR
Beth Bjarnason	Dufferin-Peel CDSB	Supervisor Planning &Operations
Basil Ho	HuronPerth CDSB	Manager Info Tech
Sandra Pessione	Toronto CDSB	Assoc. Director of Bus. Services
Betty Stavropoulos	Toronto CDSB	Senior Coordinator Benefits & Comp
Michelle Lamarche	Algonquin Lakeshore CDSB	Manager of HR

Peter Marchini, Executive Director

Regrets:

Michael Gray

1. Call To Order-Peter Marchini Chaired the Meeting

Chair called the meeting to order at 10:05AM

1.1.Attendance Michael Gray sent his 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. The Directors provided their special intentions.

3. Approval of Agenda

MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting of October 25, 2013 be approved.

MOVED BY: MARTIN FARRELL

SECONDED BY: BETH BJARNASON

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from June 20, 2013

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on September 5, 2013 and September 26, AGM be approved.

MOVED BY: SANDRA PESSIONE

SECONDED BY: IAN GAULD

CARRIED

5. Business Arising from the Minutes and Committee Reports

5.1. Election of President

Peter reviewed the issue of the need to elect a new President and Vice President, and that Ian Gauld and Angelo Romano were willing to stay on as President and Vice President for another year.

MOTION: That Ian be nominated as President for the 2013-14 fiscal year.

MOVED BY: SANDRA PESSIONE

SECONDED BY: BASIL HO

CARRIED

At this time Ian continued to conduct the meeting as President. He thanked his fellow Directors and indicated that he would have more to say at the next meeting.

5.2. Election of Vice President

Ian asked Angelo if he would be willing to stay on as Vice President. Angelo indicated that he would.

MOTION: That Angelo Romano be nominated as Vice President for the 2013-14 fiscal year.

MOVED BY: IAN GAULD

SECONDED BY: PAUL DECOCK

CARRIED

Ian indicated that he would contact Mike Gray to see if he will continue as Past President.

5.3. Committee Assignments

5.3.1. OCSTA Liaison Committee

Paul DeCock and Michelle Lamarche volunteered to sit on this committee.

5.3.2. Ministry of Education Liaison Committee

Sandra Pessione and Betty Stavropoulos indicated that they would be willing to sit on this committee.

5.3.3. Human Resources

Angelo Romano will continue to be a member of this committee with Betty Stavropoulos.

5.3.4. Membership Services Committee

Martin Farrell, Beth Bjarnason and Basil Ho will sit on this committee.

5.3.5. Conference Committee

Ian suggested that all Directors be part of this committee.

5.4. Other Association Assignments

5.4.1. ICE-Sandra Pessione will continue to represent OCSBOA on the ICE Committee.

5.4.2. CEFO-Paul DeCock will represent OCSBOA on this committee.

5.4.3. OCSOA-Mike Gray will be asked to continue on this committee.

5.4.4. CCDO-Ian will ask Directors to attend as meetings occur.

5.5. Schedule of Meetings 2013-114

There was some general discussion regarding the meeting schedule, and they were set as follows:

November 20th at the OCSBOA Office
December meeting will be deferred
January 17th via teleconference at 9:30AM
February 19th via teleconference at 9:30AM
March 19th via teleconference at 9:30AM
April 23rd at the OCSBOA Office 10AM
May 14th at the OCSBOA Office 10AM
June 25th at the OCSBOA Office

5.6. OCSBOA Directions

This item was deferred to the next meeting.

5.7. Conference Follow-up

The Directors participated in a good discussion regarding the 2013 conference. It was determined that a few things need to be looked at for the 2014 Conference, as follows.

Banquet Seating Arrangement

Separate room for the mass

Continued follow-up with speakers

Possible monkey survey –Paul will assist in this area

It was also decided to send out Thank you cards to our sponsors and Catholic Partners.

6. New Business

6.1. Executive Director Contract Renewal

At this time Peter left the room and there was a general discussion regarding the contract by the Directors.

MOTION: That the Executive Director contract be renewed for the 2013-14 Fiscal period.

***MOVED BY: BETH BJARNASON
CARRIED***

SECONDED BY: BASIL HO

6.2. Insurance Renewal

Peter reviewed the invoice with the Directors which was received at the meeting. The Aviva Insurance renewal indicated a premium due of \$1986.12 and increase of 5.09% over the 2012-13 premium of \$1890.

MOTION: That the Aviva Insurance liability insurance invoice in the amount Of \$1986.12 be accepted and paid.

***MOVED BY: SANDRA PESSIONE
CARRIED***

SECONDED BY: BETH BJARNASON

6.3. Blue Mountain Resort-Angela Visconti

Angela was invited to attend the meeting to provide her background information on Her firm and as well to discuss the ramifications of OCSBOA not continuing with the contract with BM due to the concerns over the food quality. Peter had raised this issue after speaking with the owner of Families First Funeral Home who had just returned from a conference at BM. He indicated that the food quality was very poor. Angela spoke with the manager of BM to express our concerns. He indicated that yes there were some negative comments made by the Funeral Association, however some of the issues such as a continental breakfast were due to the fact that the planner had made those decisions. The cost to OCSBOA to back out of the contract would be \$2660. The BM manager invited the Directors to attend a meeting at the resort.

Angela also indicated that she would attend. Angela also looked at availability of hotels in the Niagara area. A number of hotels did indicate they had availability. Ian was to try to set a meeting at BM during November. The Directors voiced their concerns regarding the issue of poor food quality as well as the condition of rooms and meeting areas. Angela suggested that the Board may want to look at acquiring insurance on our conferences. She will send Peter some information.

7. Executive Directors Reports

7.1. Financial Report to September 30, 2013

Peter briefly updated the Directors on the Financial Statements, and indicated that the Budget should be ready for the November meeting.

MOTION: That the financial reports for September 30, 2013 be approved as presented.

***MOVED BY: IAN GAULD
CARRIED***

SECONDED BY: SANDRA PESSIONE

7.2. 2013-14 Budget

Peter indicated that he was preparing the budget for the November meeting.

7.3. Conference Financial Statement

Peter presented the Conference Financial statement which indicated a surplus of \$12,053. He indicated that there may be a few minor adjustments and would include the final number in the 2013-14 budget. Sandra asked that the vendor list be reviewed so that new vendors may be added for the 2014 Conference. There was also discussion regarding a cut-off date where conference registration refunds would not be made.

MOTION: That the 2013 Conference Financial Statement be accepted.

***MOVED BY: PAUL DECOCK
CARRIED***

SECONDED BY: BETTY STAVROPOULOS

8. Information Reports

8.1. Action Item Report

No report at this time.

9. Next Meeting:

November 20, 10:00AM at the OCSBOA office.

10. Adjournment: Time 11:25AM

MOVED BY: MARTIN FARRELL

SECONDED BY: PAUL DECOCK

CARRIED

Approved by the Board of Directors _November 20, 2013

Peter S. Marchini

Peter S. Marchini, Executive Director