

**ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION**

**MINUTES**

**MEETING OF THE BOARD OF DIRECTORS**

**November 11, 2016**

**OCSBOA Office**

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<b>Present:</b>	<b>Board</b>	<b>Title</b>
Angelo Romano	Hamilton-Wentworth CDSB	Manager of Human Resources
Paul DeCock	Toronto CDSB	Comptroller of Business Services
Maia Pucetti	Toronto	Superintendent of Academic Services
Kevin Sun	Dufferin-Peel CDSB	Internal Auditor
Anna Chan	York	

Peter Marchini, Executive Director

**Regrets:**

Theresa sent her regrets and Peter called in.

**1. Call To Order**

The meeting was called to order at 9:15AM

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

**2. Opening Prayer**

The Our Father was recited by the Directors.

**3. Approval of Agenda**

**MOTION:** That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting of November 11, 2015 be approved with the addition of item 6.2.7 Facility and Planning Committee Meeting.

**MOVED BY: JOE O'HARA**

**SECONDED BY: MAIA PUCETTI**

**CARRIED**

**4. Approval of Minutes**

**4.1. Approval of AGM Minutes from September 29 2016**

**MOTION:** That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors AGM meeting held on September 29, 2016 be approved with the correction that Kevin Sun was present.

**MOVED BY: ANGELO ROMANO**

**SECONDED BY: KEVIN SUN**

**CARRIED**

**4.2 APPROVAL OF MINUTES FROM AUGUST 24, 2016**

**Motion:** that the minutes of the OCSBOA Board of Directors meeting held on August 24, 2016 be approved as presented.

**Moved By: Angelo Romano**  
**Carried**

**Seconded By: Paul DeCock**

## **5. Other Business Arising from Previous Meeting**

### **5.1. Committee Reports**

#### **5.1.1. OCSTA Liaison**

Paul DeCock will continue serving on this committee and act as Chairperson. Anna Chan will be the second member on this committee.

#### **5.1.2. Ministry of Education**

Paul will continue to act as Chairperson on this committee. Joe O'Hara will also participate on this committee.

#### **5.1.3. Conference**

All of the Directors are to be part of this committee. Paul as President will act as Chairperson.

#### **5.1.4. Human Resources**

Angelo will stay on as Chairperson of this committee and will be joined by Joe O'Hara.

#### **5.1.5. Membership**

All Directors are to be part of this committee and Paul will act as Chairperson. The Directors had an open discussion on the importance of this years membership drive.

#### **5.1.6 CEFO, ICE, OCSOA Reps**

Paul DeCock will stay on as Chair of CEFO, and Maia will also be part of this committee Paul will continue to be the contact for ICE and Joe will act as back up contact. Angelo will continue to be the rep for OCSOA and Anna will act as the second Director.

#### **5.1.7. OCSBOA Facility and Planning Committee**

Maia will serve as Chairperson on this committee. Joe indicated that a meeting has been scheduled for November 22 at 10am at the Halton CDSB.

## **6. New Business**

### **6.1. Review of 2016 Conference Survey**

The survey was reviewed with the Directors. Topics for next years workshop were discussed as well as guest speakers. This item will be added to the December agenda. The concept of Business Associate Membership was reviewed. A newsletter will be drafted and forwarded to the Directors for comments/recommendations.

### **6.2. OCSBOA Liability Insurance Renewal**

Peter provided information on the liability insurance renewal for the October 2016 to October 1 2017 period.

***Motion: That the OCSBOA Liability Insurance Policy in the amount of \$2108.16 Including HST payable to Aviva Insurance Company be approved.***

***Moved By: Paul DeCock  
Carried***

***Seconded By: Maia Puccetti***

### **6.3. Director Position**

***Motion: That Anna Chan be appointed as Director of OCSBOA for a two year term commencing with the 2016-17 year.***

***Moved By: Joe O'Hara  
Carried***

***Seconded By: Angelo Romano***

The Directors gave a warm welcome to Anna in her new role as OCSBOA Director.

### **6.4. Direction and Initiatives**

Paul initiated discussion on this item. Each of the Directors provided input on the need to increase membership and how this might be achieved. The concept of a welcoming Pamphlet that would be provided to HR managers and given to new hires was discussed. Peter and Marie will commence work on a Newsletter and the Pamphlet.

**6.5. ICE Office Relocation**

The ICE office has been relocated to 2F-44 Hunt Street Hamilton

**6.6. Employee Life and Health Trust Benefit Update**

Betty Stavaropoulos will stay on as the OCSBOA rep.

**Motion: That Betty Stavaropoulos be approved as the OCSBOA representative on ECAB.**

**Moved By: Angelo Romano**

**Seconded By: Anna Chan**

**6.7. Motion to Appoint President and Vice President**

The issue of selecting a Vice President was discussed by the Directors. Kevin Sun put his name forward to be VP.

**Motion: That Paul DeCock be appointed President for a one year term and Kevin Sun as Vice President.**

**Moved By: Anna Chan  
Carried**

**Seconded By: Maia Puccetti**

**7. Executive Directors Reports**

**7.1. 2016 Conference Financials**

Peter provided the Directors with the 2016 Conference Financials, which provided Revenues of \$42665 and expenses of \$37,785 which resulted in a \$4880 surplus. The conference revenues and expenditures will be part of the 2016-17 Fiscal Year Budget.

**7.2. 2016-17 Fiscal Budget**

Peter reviewed the draft budget for the upcoming year. The membership amount was computed based on 168 memberships. Overall revenues amounted to \$71753 and expenditures of \$71634 resulting in a surplus of \$119.

**Motion: That the 2016-17 Fiscal year budget with revenues of \$71753 and Expenditures totalling \$71634 be approved.**

**Moved By: Paul DeCock  
Carried**

**Seconded By: Joe O'Hara**

**8. Next Meeting**

Paul petitioned the Directors for future meeting dates:  
December 16 2016 at the OCSBOA Office starting at 9am  
January 20 2016 Teleconference starting at 9am  
February 24 2017 Teleconference starting at 9am

**9. Adjournment**

The meeting adjourned at 11:30am

**Approved by the Board of Directors meeting of**



**Peter S. Marchini, Executive Director**