

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

**M I N U T E S**

**MEETING OF THE BOARD OF DIRECTORS**

**December 16, 2011  
Teleconference**

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

Peter Marchini, Executive Director

**Regrets:**

Dave Morrissey

**1. Call To Order-Michael Gray**

Chair Michael Gray called the meeting to order at 9:45AM

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. Rosemarie asked that we keep in our prayers a CUPE member at her board that recently passed away.

**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 December 16, 2011 be approved.***

***MOVED BY: IAN GAULD***

***SECONDED BY: ERICA BAILEY***

***CARRIED***

**4. Approval of Minutes**

**4.1. Approval of Minutes from November 10, 2011**

***MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on November 10, 2011 be approved as presented.***

***MOVED BY: ROSEMARIE MCHUGH***

***SECONDED BY: MICHELLE LAMARCHE***

***CARRIED***

## **5. Business Arising from the Minutes and Committee Reports**

### **5.1. Committee Reports**

#### **HR Committee-Rosemarie McHugh**

OCSTA Labour Relations Seminar was held on November 17/18. On the 16<sup>th</sup> the Labour Relations committee met to review language on staffing. The turnout was good. A meeting to discuss collective agreements for support groups is being planned for February at the Waterloo CDSB.

#### **Membership Services Committee-Ian Gauld**

Ian reported on the website design. Paul Demarco is adding new pictures to the design. After approval Paul will shut down the old site and start up the new design. Ian will have Paul send the new design to the Board. The issue of sending a letter to Catholic School Board Directors was reviewed. Michael reported that letters were sent to Don Drone and all 29 Catholic Directors which included their current membership and also encouraging them to increase their membership if at all possible. Peter indicated that to date we have 127 paid memberships. The 2011-12 budget has 155 memberships for this revenue line.

#### **OCSTA Liaison-Erica Bailey**

Meeting dates have been established. Paul Whitehead has contacted Erica regarding the Finance Seminar. Gail Robinson will work with Erica.

#### **Ministry of Education Liaison-Joseph O'Hara, Erica Bailey**

Erica indicated that the MOE has commenced preliminary conversations regarding the Grants and lack of funds is an overriding issue. Joe indicated that his Director has heard that funding may be as low as 1%.

### **5.2. Other Business Arising from the Previous Meeting**

#### **5.2.1. Michael Bator-Sponsorship**

This item was deferred until the January meeting. Discussion ensued around the 2013 Conference at Deerhurst and the issue of Sponsor displays. It was decided to have rooms available Thursday only and ask Deerhurst to provide this at no cost.

#### **5.2.2. OCSBOA Auditor**

Peter indicated that he spoke with his brother who is a CA. He indicated that a CA firm would need to perform certain functions to conduct a review. The cost would range from \$1000-\$2000. Peter will provide a quote for the January meeting.

## **6. New Business**

### **6.1. OASBO/OCSBOA Finance Seminar Feb23-24-Michael Gray**

Tracy assisted OCSBOA with last year's seminar. Michael will contact Tracy to see if she is willing to help out again.

### **6.2. 2012 Conference Speaker and Theme-Michelle Lamarche**

Michelle has corresponded with Fr. Tony Ricard. He is available for our conference. His fee would include air, hotel, car rental and a stipend of approximately \$5000, goes towards his foundation. Fr. Tony is the pastor for the New Orleans Saints football team. Various themes were discussed including "Preserving Catholic Education" or "It's All About Service". Michelle will contact Fr. Tony to indicate that the Board has agreed to a budget of approximately \$6000, including expenses.

### **6.3. Conference Folder-Ian Gauld**

Ian indicated that he is starting to put together the 2012 Conference Brochure. Peter will send pics of the golf course including pricing from Hockley. Ian will obtain a price on producing a new Conference Folder, with the new logo. Joe will send contact info to committee chairs regarding a Murder Mystery Play for the Wednesday evening. Michael suggested we look at a service oriented event such as working with St. Vincent de Paul soup kitchen for the Wednesday afternoon.

### **6.4. Italy trip-Michael Bator**

This item was deferred until the January meeting.

## **7. Executive Directors Reports**

### **7.1. Financial Report to November 30, 2011**

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

***MOTION: That the financial report for November 30, 2011 be approved as presented.***

***MOVED BY: Ian Gauld***

***SECONDED BY: Michael Gray***

***CARRIED***

### **7.2. Conference Financial Statement**

Peter provided an update as to the financial results of the 2011 Conference. He indicated that most expenditures were in line with the budget, except for the golf and wine tour that were discussed with the Board prior to the conference. The cost of video equipment rentals also exceeded the budget by approximately \$1300. The surplus for the 2011 Conference was \$6418.

***MOTION: That the 2011 Conference Financial Statement be approved as presented.***

***MOVED BY: Erica Bailey***

***SECONDED BY: Michael Gray***

***CARRIED***

### **7.3. 2011-12 Budget Reports**

Peter reviewed the 2011-12 Budget Reports with the Board of Directors. The budget Provides for revenues of \$77026 and Expenditures of \$81,743 resulting in a projected deficit of \$4717. The 2010-11 fiscal year ended with a deficit of \$2953. Peter indicated that a possible revenue item may be a MOE grant on our Finance Workshop.

***MOTION: That the 2011-12 Budget Report be approved as presented.***

***MOVED By: Joe O'Hara***

***SECONDED BY: Rosemarie McHugh***

## **8. Information Reports**

### **8.1. Action Item Report**

The report was reviewed and will be brought forward for the January meeting.

**9. Next Meeting:**

**Wednesday January 25, 2012 at 10:00AM at the OCSBOA Office.**

**10. Adjournment: Time 11:30AM**

***MOVED BY: Ian Gauld***

***SECONDED BY: Rosemarie McHugh***

***CARRIED***

***Approved by the Board of Directors on February 24,2012.***



***Peter S. Marchini, Executive Director***