

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

MINUTES

MEETING OF THE BOARD OF DIRECTORS

February 19, 2014  
Teleconference

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<b>Present:</b>	<b>Board</b>	<b>Title</b>
Ian Gauld	Algoma	Eastern Area Coordinator
Martin Farrell	Toronto CDSB	Coordinator-Materials Mgt
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
Paul DeCock	Toronto CDSB	Manager of Budget Services
Beth Bjarnason	Dufferin-Peel CDSB	Supervisor Planning & Operations

Peter Marchini, Executive Director

**Regrets:**

Angelo Romano sent his regrets

**1. Call To Order-Ian Gauld Chaired the Meeting**

Chair called the meeting to order at 9:37AM

**1.1.**Attendance Angelo Romano sent his regrets

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

**2. Opening Prayer**

The Hail Mary was recited together.

**3. Approval of Agenda**

***MOTION: That the agenda for the Ontario Catholic School Business Officials' Association Board of Directors meeting of February 19, 2014 be approved.***

***MOVED BY: BETTY STAVROPOULOS***

***SECONDED BY: PAUL DECOCK***

***CARRIED***

**4. Approval of Minutes**

**4.1. Approval of Minutes from January 17, 2014**

***MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on Januray 17, 2014 be approved as presented.***

***MOVED BY: MICHELLE LAMARCHE***

***SECONDED BY: BASIL HO***

***CARRIED***

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

### **5.1. Blue Mountain Site Visit**

A number of Directors attended a conference in January at the BMR. They provided a summary of their findings, comments and recommendations. Overall they felt all the events should be held in one facility The Inn. Peter was asked to request this from Stacey at the resort.

### **5.2. 2013 Conference Sponsors Outstanding Amounts**

Peter reported that BFI and Champion as well as Sun Life have yet to remit their funds. Ian is to follow up with representatives from BFI and Champion. Peter will contact Sun Life.

### **5.3. Conference Sponsor Letter**

A draft sponsor letter was provided to the Directors. The final letter will be sent out after the March meeting. Potential new sponsors will receive a modified version of the letter.

### **5.4. Conference Speaker**

The contract for Elia Saikaly was provided to the Directors for review.

***MOTION: That the 2014 Conference Speaker contract for Elia Saikaly in the Amount of \$3500 plus taxes plus expenses be approved.***

***MOVED BY: Sandra Pessione  
CARRIED***

***SECONDED BY: Ian Gauld***

### **5.5. Conference Entertainment**

The issue of Conference Entertainment was reviewed by the Directors. In particular there was a feeling that Wednesday night should be kept as a free night so that delegates have an opportunity to network with colleagues. Ian will check to see if Adrian Russo is available for Thursday. The Directors were provided with the link for entertainment from BMR.

### **5.6. Conference Menu**

The menus for each meal were provided by the resort. After discussion on the various Options the Board decided on the following:

**Breakfast**-The hot buffet breakfast was selected including hot cereal, lactose free and Soya milk.

**Thursday Lunch**-The luncheon menu provided was determined to not be generic enough. Peter will contact the resort in order to obtain a second option.

**Wednesday Dinner**-The BBQ with the sirloin steak and chicken pieces was selected. Peter will request from the resort a vegetarian option to be included.

**Thursday Dinner**-Soup the winter squash soup was selected as well as the mixed organic baby salad greens. The main course will be Prime Rib, again with a vegetarian option. The dessert selected is the Chocolate Truffle Cake.

Peter will also contact the resort to see what options are available for a late night snack on Wednesday night.

### **5.7. Committee Reports**

#### **5.7.1. OCSTA Liaison Committee**

Michelle asked if there has been a meeting regarding the Finance Seminar. Peter indicated that one telephone meeting occurred in January that he and Paul attended. The next meeting is scheduled for February 24<sup>th</sup> at 1:30pm.

#### **5.7.2. Ministry of Education Liaison Committee**

No report at this time. Ian will contact Joe O'Hara to see if he is interested in returning

to OCSBOA as a Director.

### **5.7.3. Conference Committee**

Ian raised the issue of MC and Award candidates and asked that this be placed on the next agenda. A number of potential candidates were brought forward by the Directors. The issue of highlighting on the website that this is our 60<sup>th</sup> anniversary was reviewed, as well as placing this on our sponsor letter.

### **5.7.4. Human Resources Committee**

The committee met recently to review bargaining strategies. The next meeting is scheduled for Feb 21<sup>st</sup>.

### **5.7.5. Membership Services Committee**

Peter indicated that the membership is now at 136. The budget was set at 170. The Directors asked that Peter send a personalized email to those members that paid last year and have not yet paid for 2013-14. Ian will contact Ryan Putman at Durham and Paul will contact Niagara. Peter will call Linda Staudt at London. Ian will also contact Ray Marentette to see if we can reach out to our retired business members.

## **6. New Business**

### **6.1. ICE Invoice**

The ICE invoice in the amount of \$3518 was received. Each year the invoice exceeds The amount OCSBOA is able to fund. The 2014 Budget includes \$1000 to be contributed to ICE.

***MOTION: That the ICE invoice be accepted and an amount of \$1000 be paid.  
MOVED BY: PAUL DECOCK            SECONDED BY: IAN GAULD  
CARRIED***

## **7. Executive Directors Reports**

### **7.1. Financial Report to January 31, 2014**

Peter briefly updated the Directors on the Financial Statements, and the new Account Transaction report.

***MOTION: That the financial reports for January 31, 2014 be approved as presented.***

***MOVED BY: Sandra Pessione            SECONDED BY: Paul DeCock  
CARRIED***

### **7.2. 2014 Draft Conference Budget**

The draft conference budget was reviewed. Peter will incorporate the changes to the entertainment and meal line items for the next meeting. It was decided that any retired business official that wished to attend would pay the \$300 conference fee.

## **8. Information Reports**

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

No report at this time.

9. Next Meeting:

March 28, 2014 9:30AM via teleconference

10. Adjournment: Time 11:20AM

*MOVED BY: Michelle Lamarch*

*SECONDED BY: Martin Farrell*

*CARRIED*

*Approved by the Board of Directors meeting of April 4, 2014*



*Peter S. Marchini, Executive Director*