

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**December 16, 2016
OCSBOA Office**

<u>Present:</u>	<u>Board</u>	<u>Title</u>
Paul DeCock	Toronto CDSB	Comptroller of Business Services
Kevin Sun	Dufferin-Peel CDSB	Internal Auditor
Angelo Romano	Hamilton-Wentworth CDSB	Manager of HR
Theresa Davis	Dufferin-Peel CDSB	Manager of HR
Maia Puccetti	Toronto CDSB	Superintendent of Facilities Serv
Anna Chan	York CDSB	Chief Financial Officer
Joe O'Hara	Halton CDSB	Executive Officer HR

Peter Marchini, Executive Director

Regrets:

Angelo sent his regrets.

1. Call To Order

The meeting was called to order at 9:30AM

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 December 16, 2016 be approved, with the addition of 5.2.7 Planning and Facilities Committee and 6.8 Annual Finance Internal Audit Workshop.

MOVED BY: JOE O'HARA

SECONDED BY: PAUL DECOCK

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from November 11, 2016

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on November 11, 2016 be approved as presented.

MOVED BY: JOE O'HARA

SECONDED BY: THERESA DAVIS

CARRIED

5. Other Business Arising from Previous Meeting

5.1. Non Union Benefits Committee Update

Paul reported that Betty Stavropoulos provided a written brief of the latest developments. The brief was provided to the Directors for review. A meeting held on November 17 dealt with risk mitigation strategies in the terms and conditions of employment. OCSTA drafted language to be sent out to Boards. All non union employees are encouraged to register on the ECAB website. The fee estimate to be charged is a major concern, since it was not included in the current budget. Paul will advise Peter Derochie that Betty will continue to be the OCSBOA representative.

Motion: That the Ministry of Education and School Boards have a vested interest in funding the costs in the transition to ECAB and Associations are not in a position to fund these costs.

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

Seconded By: Kevin Sun

5.2. Committee Reports

5.2.1. OCSTA Liaison Committee

Paul indicated that he spoke with Sharron Duffy from OCSTA and asked if she would speak at our 2017 conference to provide an update on contract negotiations. She indicated that she would be pleased to attend.

5.2.2. MET-There was no report at this time.

5.2.3. Conference Committee

The issue of a location for 2018 was discussed. Peter provided information from SSS. Peter indicated that we had informally committed to Willow Sweeney Flaherty for 2017. After reviewing a number of emails it was decided that Peter should revisit this commitment with Willow since the Directors felt that her topics of discussion may not be appropriate for business staff. Other possible speakers were looked at based on information provided by Speakers Spotlight. Peter will add this item to the January Agenda.

5.2.4. HR Committee

Joe indicated there were two meetings with representation from OCSTA who presented information on new developments. Joe thanked OCSTA for their efforts to keep OCSBOA HR committee updated. Anna brought forward a number of issues facing Catholic Boards that create financial liability, such as the Earned Leave Plan. This item will be further discussed at future HR Committee meetings.

5.2.5. Membership

Peter will update the file with checks recently received and forward the file to the Directors for their input on members who may have left boards or retired.

5.2.6. CEFO, ICE, OCSOA

Paul indicated that there was a CEFO meeting last week however there was no update at this time.

5.2.7. Planning and Facilities Committee

Maia indicated that the first committee meeting was held in November at the Halton. It was a well organized meeting and the consensus was that the group would look at issues that are common amongst Catholic boards. The plan is to contact facility staff at Catholic boards and provide them with an opportunity to participate in discussions via a chat room. Joint venture type projects would also be appropriate. Giacomo Corbacio is Chair and Lewis Morguilis from Durham is Vice Chair. Maia is the OCSBOA

representative. The next meeting is scheduled for February.

5.2.8. Annual Finance Internal Audit Workshop OASBO Feb 23/24

There was some discussion on the importance of OCSBOA participation in this workshop \$2000 was included in this years budget as financial support for the workshop. Peter will contact Brian Hester to indicate OCSBOA's commitment.

6. New Business

6.1. Support for OCSBOA Committees

There was a general discussion by the Directors on the importance of providing some financial support to our committees for meeting expenses.

Peter indicated that the fiscal budget does provide \$1300 for both Director meetings and committee meetings.

Motion: That each OCSBOA Committee be provided \$500 for meeting expenses.

Moved By: Joe O'Hara

Seconded By: Theresa Davis

Carried

6.2. Keel Cottrelle – 2017 Conference Presentation

Peter reviewed the email sent by Bob Keel regarding his request to present at the 2017 Conference on Procurement Developments. The Directors were in favour of this in light of the response to the 2016 conference survey requesting more PD sessions.

Motion: That OCSBOA accept the offer from Keel Cottrelle and that a time slot Be provided to them on the Friday morning of the conference.

Moved By: Paul DeCock

Seconded By: Joe O'Hara

Carried

6.3. 2018 Conference Location and Speaker

Peter indicated that Angela Visconti from Strategic Site Selection is willing to prepare a Site summary for the Directors. A number of locations were discussed. The Directors directed Peter to touch base with Angela and ask that she analyzer White Oaks in Niagara Horseshoe Valley in Barrie as well as Homewood Suites in the Kitchener Waterloo area. A follow up report will be brought to the January meeting.

6.4. Communications Committee

Joe indicated that the Halton Communications officer has expressed interest in establishing an OCSBOA Communications Committee. Joe suggested the board look at considering this since it would provide an avenue for our Catholic Boards to bring forward concerns in a broad number of areas. Joe will provide a statement to be published in the January newsletter.

6.5. January Newsletter

A number of ideas/topics for the newsletter were discussed by the Directors including a "Meet a Member" section. A member from the newly formed Planning Committee may be of interest to the membership. Maia will look into this and advise Peter and Marie

6.6. Initiatives

Paul reviewed the initiative template that he prepared for the Directors. Many of the Items on the template have already been initiated including new committees and a Newsletter. Joe brought forward the concept of an OCSBOA HR pamphlet, that would be provided to each new hire. Peter and Marie will commence work on this and hope to have a draft for the January meeting.

6.7. OCSBOA/OCSTA Joint Business Seminar April 27

Peter indicated that Stephen Andrews contacted him regarding OCSBOA's interest in again partnering with OCSTA. The Directors indicated that they were in favour and that Peter should email Stephen. \$2000 has been approved in this years budget. Paul will

attend on behalf of OCSBOA.

7. Executive Directors Reports

7.1. November 30 2016 Financials

Peter reviewed the financials with the Directors.

Motion: That the financial statements to November 30 2016 be approved as presented.

Moved By: Paul DeCock

Seconded By: Maia Puccetti

Carried

8. Next Meeting

Peter will send out an email with a listing of possible meeting dates.

9. Adjournment

The meeting adjourned at 11:30am

Approved by the Board of Directors meeting of January 2017



Peter S. Marchini, Executive Director