

ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION

M I N U T E S

MEETING OF THE BOARD OF DIRECTORS

**February 22, 2017
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
Joe O'Hara	Halton CDSB	Executive Officer HR

Peter Marchini, Executive Director

Regrets:

1. Call To Order

The meeting was called to order at 9:15AM

1.1.Anna Chan sent her regrets

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 February 22, 2017 be approved, as presented.

MOVED BY: THERESA DAVIS

SECONDED BY: PAUL DECOCK

CARRIED

4. Approval of Minutes

4.1. Approval of Minutes from January 12, 2017

MOTION: That the Minutes of the Ontario Catholic School Business Officials' Association Board of Directors meeting held on January 12, 2017 be approved as presented.

MOVED BY: KEVIN SUN

SECONDED BY: MAIA PUCETTI

CARRIED

5. Other Business Arising from Previous Meeting

5.1. 2017 Initiatives

Paul reviewed the Initiatives including the newsletter. He asked that the April newsletter include a profile of member Susie Saliola from the Toronto CDSB Planning Dept. The HR

Pamphlet was reviewed including ideas regarding distribution. The intent is to share it with Directors of Education and HR Managers. Joe suggested a cover letter be drafted for HR Managers and that it ask that copies be distributed through the HR Committee and others be mailed.

5.2. 2017 Conference Theme

The theme "Building On Our Strengths" was suggested and adopted by the Directors. Peter will work with Marie and advise Mark Weber.

5.3. 2017 Conference Speakers

Mark Weber indicated he would again speak at the conference at the same cost as 2016. His suggested topics include Negotiations, Leadership to Teams and Collaborative Efforts, Powerful Presentations and Communication Skills. The Directors felt he would be best on Thursday from 1PM-2:45PM and perhaps Tim Smith at 3PM-4:30PM. Friday would include Keel Cottrelle and perhaps Kev Group along with Bordner Ladner and OCSTA.

Motion: That Mark Weber (\$5000 plus HST) and Tim Smith (\$2000 plus HST) be approved as guest speakers for the 2017 Conference.

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

Seconded By: Maia Puccetti

5.4. 2018 Conference Location

Angela Visconti sent a draft agreement to the ED however a number of items required revisions. A follow up report will be brought to the March meeting for approval.

5.5. 2017 Conference Sponsor Letter

The initial letter was sent and early responses received from Keel Cottrelle and Sharp Bus Lines.

5.6. OCSTA Sharon Duffy 2017 Conference

This item was discussed under 5.3.. Paul will contact Sharon to confirm that she is still ready to present on the Friday morning of the conference.

5.7. 2017 Conference Presenter Keel Cottrelle

Bob Keel has confirmed that his firm will present on the Friday morning. His topic will Be on recent developments in Procurement Law.

5.8. OECM Request to Present at the 2017 Conference

Vasili Popov of OECM indicated the he would like to participate in the conference as a Presenter. Since all of the time slots are now filled Peter will advise OECM that they could participate this year as a Sponsor and they would be considered for the 2018 Conference.

5.9. CAEAS-ECAB Board of Directors

The ECAB listing of the newly elected Board of Directors was distributed to the Directors There was discussion as to when employee groups will be on board with ECAB.

5.10. Committee Reports

5.10.1. OCSTA Liaison Committee

Paul indicated that he had no further update at this time.

5.10.2. MET-Paul spoke with MET staff recently and they indicated that there are 6 Boards in the Province that are at high risk 4 of which are Catholic. Their reserve position is less than 2% of their operating budget. Toronto CDSB is one of the six boards.

5.10.3. Conference Committee

The issue will be covered under 5.3. and 6.2. Peter will draft a letter addressed to Directors of Education regarding this year's conference especially the emphasis on PD.

5.10.4. HR Committee

The committee met last week at which time Mike McPhee provided an update on central issues. Talks are continuing with OCSTF and there has also been discussion on Individual board issues, particularly sick leave provisions. There was also discussion on The relationship between the HR Committee, OCSOA and the Catholic School Board Human Resources Advisory Committee.

5.10.5. Membership

Peter indicated that the current membership is 106, however a good number of Boards have not yet sent in their membership forms. The Directors will contact a few of their staff and associates at other boards.

5.10.6. Planning and Facilities

Maia indicated the group met on Feb 9 at Halton CDSB. The Mission Statement was reviewed. There was also discussion on how to reach out to Catholic Boards especially smaller boards. The Committee also looked at the concept of bringing on Business staff as a part of the Committee. The idea of committee members approaching their Directors of Education to discuss the importance of the Planning Committee. The idea of breaking out the Province into 6 regions who would then work together to resolve issues.

The next meeting will be held at the Niagara CDSB. The concept of hosting meetings electronically was discussed as well as checking with the OASBO Planning Committee to determine how many of those committee members are from Catholic Boards.

5.10.7. Communications Committee

Joe indicated that the newsletter was a tool used to reach out to the membership to see if there was any interest in being a member of the Communication Committee. There was consensus that there is a need for such a committee, but we need to bring on members to ensure its success. Halton CDSB will host a trial meeting prior to the end of the school year to see if there is interest. Due to budget constraints it is difficult for staff to be members of a good number of committees. OCSOA members should continue to emphasise the importance of OCSBOA.

5.10.8. CEFO, ICE, OCSOA

Paul reviewed the minutes from the last ICE Committee meeting, including Steve Paikins blog. Overall the focus group indicated that the merger between Catholic and Public Bds was not a priority and would not improve the education of students. Regarding OCSOA, Angelo indicated that he attended a meeting as OCSBOA rep. He had discussions with J Kostoff about having OCSBOA President attend an OCSOA meeting to talk about OCSBOA and its initiatives. The concept of working with OCSOA in a partnership on items in PD and fees etc was discussed.

6. New Business

6.1. 2016 Conference Sponsor Feedback

Peter provided the Directors with a summary report outlining his telephone conversation with Karim Kuperhause from PeopleAdmin. There was follow up discussion regarding the comments/recommendations made by Karim and whether they were practical considering the time lines etc of the OCSBOA conference. Peter will continue to stay in touch with Karim and advise him of our attendance at this year's conference.

6.2. 20107 Conference Checklist

Peter provided the Directors with a draft Conference Checklist. An updated version will be brought to the March meeting.

6.3. ICE Update

This item was discussed under 5.10.8

6.4. ICE Invoice

A copy of the ICE invoice was provided to the Directors in the amount of \$3518. The budget for 2016-17 provided for a contribution of \$1,000. Since the budget was only in a balanced position the amount of \$1000 will be provided and Peter will send a letter as well.

7. Executive Directors Reports

7.1. Account Transactions Sept 1- January 31, 2017

Peter reviewed the account transactions with the Directors.

7.2. Financial Statements to January 31, 2017

The financial statements were reviewed. Peter indicated that the sponsorship amounts from CIBC and Champion were still outstanding. Invoices have been sent. Ian Gauld will follow up with Champion and Paul will contact David at CIBC.

Motion: That the financial statements to January 31, 2017 be approved as presented.

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

Seconded By: Paul DeCock

7.3. 2017 Conference Draft Budget

A draft budget was presented and reviewed by Peter. The cost of speakers may need to be revised due to the inclusion of Tim Smith on the Thursday. This item will be included in the March agenda.

8. Next Meeting

The board looked at March 24, 2017 at the OCSBOA Office as the next meeting date.

9. Adjournment

The meeting adjourned at 11:30am

Approved by the Board of Directors meeting of March 2017



Peter S. Marchini, Executive Director