

**ONTARIO CATHOLIC SCHOOL BOARD BUSINESS OFFICIALS' ASSOCIATION**  
**Association des administrateurs et des administratrices d'affaires des écoles catholiques de l'Ontario**

**M I N U T E S**

**2008 ANNUAL GENERAL MEETING**

**Thursday September 25, 2008**  
**Fern Resort**  
**Orillia, Ontario**

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President Dan Duszczyzyn opened the 54<sup>th</sup> Annual General Meeting of the Association. The 2007-2008 Board of Directors were present as follows:

**Present:**

Dan Duszczyzyn, President  
Wally Easton, Past President  
Dave Bilenduke  
Isabel Grace  
Tracy McLennan  
Joyce Mercier  
Dave Morrissey  
Angelo Romano  
Tom Kelly, Executive Director

**Absent:**

Ryan Putnam, Vice President

**1. Call To Order**

President Dan Duszczyzyn called the meeting to order at 1:15 PM.

**2. Opening Prayer**

President Dan Duszczyzyn opened the meeting with a prayer.

**3. Approval of Agenda**

***Motion: That the agenda for the OCSBOA 2008 Annual General Meeting be approved.***

***Moved by: Grace Barnhardt      Seconded by: Anne Marie Nicholson***

**Carried**

4. **Approval of 2007 AGM held on September 20, 2007**

***Motion: That the Minutes of the OCSBOA Annual General Meeting held on September 20, 2007 be approved as presented.***

***Moved by: Gail Robinson                      Seconded by: Jim LoPresti***

**Carried**

5. **President's Report**

President Dan Duszcyszyn's complete report is attached as Addendum #1.

***Motion: That the President's Report be received.***

***Moved by: Anne Marie Nicholson                      Seconded by: Jim LoPresti***

**Carried**

6. **Executive Director's Report**

Executive Director Tom Kelly presented his report to the membership. Tom outlined the visioning process for OCSBOA carried out by the Board of Director's and highlighted extracts from that process. Statement made at the banquet last night by Wally Easton, Norm Fortin and Outstanding Award recipient Carol Devine clearly indicate the ongoing need for a strong Ontario Catholic School Business Officials Association. **"Maintaining an effective association requires a cooperative effort from all its members"**. Tom called on the Senior Business Officials present to encourage other Senior Business Officials to support the organization in order to develop OCSBOA in to the organization required by all of the membership. Tom indicated that membership has declined steadily since 2001. Tom's report is attached as Addendum #2.

***Motion: That the Executive Director's Report be received.***

***Moved by: Grace Barnhardt                      Seconded by: Anne Marie Nicholson***

**Carried**

7. **Financial Statement and Auditor's Report**

7.1 Financial Statement and Auditor's Report

The Financial Statement and Auditor's Report for the fiscal year September 1, 2007 to August 31, 2008 was published in the 2008 Conference Reports Package and circulated to the membership. The financial statement was prepared by Tom Kelly and audited by Gerry Thuss. Tom Kelly highlighted the financial statement.

***Motion: That the Financial Statement and the Internal Auditor's Report for the fiscal year September 1, 2007 to August 31, 2008 be approved as presented.***

***Moved by: Rosemarie McHugh                      Seconded by: Pia Elston***

**Carried**

7.2 Appointment of Auditors for 2008 – 2009

**Motion: That Gerry Thuss be appointed Auditor for the fiscal year September 1, 2008 to August 31, 2009.**

**Moved by: Marilyn Midlige**

**Seconded by: Paul McMahon**

**Carried**

**8. Committee Reports**

Each of the Directors presented their committee report.

**Motion: That the following reports be received and approved as presented:**

**Moved by: Rosemarie McHugh**

**Seconded by: Jim LoPresti**

**Carried**

Conference -	Joyce Mercier
Constitution & By-Laws -	Nil Report
Human Resources -	Angelo Romano
Membership Services -	Wally Easton
Ministry of Education Liaison -	Isabel Grace, Ryan Putnam
OCSTA Liaison -	Isabel Grace, Ryan Putnam

**9. Honorary Membership Election**

**Motion: That following members be elected as an Honorary members of OCSBOSA:**

<b>Georges Groulx</b>	<b>Oxford County RCSS Board</b>
<b>Donna Tonizzo</b>	<b>Wellington Catholic DSB</b>
<b>Shaun Redmond</b>	<b>Wellington Catholic DSB</b>

**Moved by: Pia Elston**

**Seconded by: Paul McMahon**

**Carried**

**10. Election to Board of Directors (two to be elected)**

Past President Wally Easton submitted the Nomination Report. President Dan Duszcyszyn opened the Nominations. The following members were nominated in the report for the Board of Directors and have agreed to stand for a two year term:

Two Year Term – 2008-2010

Michael Gray	Durham Catholic DSB
Gail Robinson	Dufferin-Peel Catholic DSB

**As there were only two nominations for the two positions President Dan Duszcyszyn declared the nominations closed and the two names presented be acclaimed to the Board of Directors.**

<b>Michael Gray</b>	<b>ACCLAIMED</b>
<b>Gail Robinson</b>	<b>ACCLAIMED</b>

**11. Conference Planning Committee**

Location of 2009 Conference

President Dan Duszczyzyn reported that the 55<sup>th</sup> Annual conference will be held at Nottawasaga Inn Resort, Alliston, Ontario from September 23, 2009 to September 25, 2009.

**12. Final Remarks**

President Dan Duszczyzyn thanked everyone for coming to the conference. He expressed appreciation to the current members of the Board of Directors, Executive Director, Tom Kelly and Marie Osborne for the work and dedication on behalf of the Association during the past year. Dan also thanked Joyce Mercier, Tracy McLennan and the Conference Planning Committee for the excellent conference program and their efforts in making the 54th Annual Conference a highly successful conference. He also expressed thanks to Fern Resort for making the conference such an enjoyable experience

**13. Adjournment**

***Motion: There being no further business, that the 2007 Annual General Meeting be adjourned at 1:50 PM.***

***Moved by: Rosemarie McHugh  
Carried***

***Seconded by: Grace Barnhardt***

***To be approved by the Membership at the AGM held on September 24, 2009.***

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***Thomas J. Kelly, Executive Director***

# PRESIDENT'S REPORT 2008

ADDENDUM # 1

To the Members of OCSBOA;

During the 2007-08 year the Board continued to dedicate energy and resources to exploring ways to enhance OCSBOA benefits for members and to focus on the needs of Catholic school business officials.

To that end, the 2008 Conference has been restructured to provide members greater opportunity to participate in the AGM and allocates additional time to the ever-popular Ministry Panel. The Board of Directors is also very pleased to be able to present an excellent menu of Professional Development Sessions that we are certain will be of interest and relevance to you in your roles as school business officials. The Board is also pleased to announce that retired members of the Association will now have an opportunity to maintain their involvement through the creation of the Retired Catholic School Business Officials Association (ROCSBOA). Through the initiative and leadership of Ray Marentette, the newly-formed body will provide an arena by which retired members can maintain contact with former colleagues and the Association's activities and events.

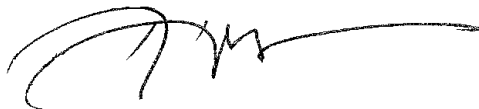
OCSBOA continues to build on our relationships with our partners in Education. Most visible of these relationships has been the participation by our members in numerous OCSTA projects. Of particular note, the annual OCSTA Finance Workshop, The Declining Enrolment Working Group and the recently concluded PDT dialogue with our various Federations & Unions. Also, OCSBOA members are actively engaged in a host of sector committees and working groups whose efforts have had a significant positive impact on the business of education. Carrying on in the proud tradition of our founding members, Catholic School Business Officials have been, and continue to be, innovators and leaders in working cooperatively and collaboratively to effect efficiency within our Boards and the sector. On behalf of the Board, I extend our thanks and appreciation for your efforts.

Finally, we should always be aware that we must continue to work to maintain Catholic education in the province of Ontario. There have been, and will continue to be, challenges to the existence of our school system. It is very likely that in the coming years, leading up to the next provincial election, the rhetoric will increase and the debate will once again be placed on the front pages of the political agenda. The struggle for equitable funding of Catholic education was a long one and we cannot afford to rest now.

## ***Keep the Flame Alive!***

We continue to look for ways to serve the membership and are always interested in your ideas and comments. Your continued support for the Association and Catholic Education is vital and appreciated.

Respectfully submitted,



Dan Duszczyzyn  
President

This year OCSBOA is celebrating its 54th year of service to Catholic Education. The theme of this year's conference is "Keeping the Flame Alive". The challenge we have before us is to ensure that Catholic Education survives and flourishes in the Province of Ontario. The question becomes; how can we make a difference through serving our members and our boards in the years to come. To this end, our Board of Directors is endeavoring to Keep the Flame of Catholic Education Alive.

In the late fall of 2006, the Board of Directors undertook a Visioning Process. Information received from the Membership Questionnaire, combined with feedback from members and the Directors own varied personal OCSBOA experiences, were instrumental in this process.

The following highlights are extracts of that process:

- we should continue to develop and demonstrate quality of service to members
- SBO's want to see value in what we do
- we should emphasize our uniqueness – not duplicate OASBO
- we should nurture relationships and community
- we need to identify who we are and what we are about
- we need to effectively market ourselves
- we need to communicate our message about who we are and what we are about
- we should remain a small group – collegial / friendly

While it will take some time to reshape our organization to meet the objectives listed above, the Board of Directors under the leadership of President Dan Duszczyzyn continues to focus on our restructured operating process. This restructuring is most exemplified by our committee structure.

**Committee Structure:**

**Membership Services** – this committee will develop services that can be provided to members to enhance value of OCSBOA for all members: some examples include workshops, seminars and communications.

**Conference** – this committee will develop the annual conference program and will aim to provide current and relevant topics to members at the conference.

**OCSTA Liaison** – this committee will provide support as needed by the Ontario Catholic School Trustees Association by providing members for workgroups, committees and OCSTA/ OCSBOA Finance Seminar.

**Ministry of Education Liaison** – this committee will consult with the Ministry of Education on current business and finance issues and will provide feedback to OCSBOA and its members.

**Human Resources** – this committee will provide a wide range of consultative services to OCSBOA members in the areas of negotiations, benefits, arbitrations, contract language, Health & Safety, etc.

**New Committee Structure SUCCESSES:**

**Human Resources** – the Human Resource committee continues to be a very effective management tool for our Boards. Their well-attended committee meets on a regular basis. They have been very busy over the last year with negotiations and arbitration issues. They are sponsoring a workshop on Attendance Management at the upcoming annual conference.

**OCSTA Liaison** – this committee has very effectively represented our Association on matters of mutual interest with the Ontario Catholic School Trustees Association. The OCSTA/ OCSBOA Finance Seminar developed and presented by this committee in conjunction with OCSTA was a major success.

**Membership Services** – this year the committee focused on providing quality workshops for our annual conference.

**Conference** – as always our Conference Committee supported by the Board of Directors provides a stellar conference. This year’s conference promises to be a world class event.

**Maintaining an effective association requires a cooperative effort from all of its members.**

***It is essential that our Senior Business Officials support OCSBOA so that it will be the effective organization that is required by today’s Catholic School Boards (parents, trustees & staff).***

In regards to membership, we have been experiencing decline since 2001. We must continue to look at various ways to keep the current members and attract new ones to our Association. Hopefully the initiatives undertaken by the Board of Directors will bear fruit.

Year	Members	Year	Members
1991	239	2000	183
1992	232	2001	196
1993	226	2002	188
1994	213	2003	182
1995	194	2004	176
1996	179	2005	169
1997	162	2006	139
1998	152	2007	120
1999	145	2008	123

During my second year I’ve had tremendous support from the all of the Board of Directors and especially from this year’s President Dan Duszczyzyn. Thank you all for your guidance and support especially with the conference planning. I’ve also been blessed with excellent administrative support from Marie Osborne, especially her assistance with conference preparation. Marie is with OCSOA and we share her secretarial/administrative services with them. Marie, I want to thank you for your support and dedication to OCSBOA and for the camaraderie we have shared over the past year.

Lastly, I wish to thank the Association and the members of the Board of Directors for the opportunity to serve you as your Executive Director.

Respectfully submitted,



Thomas J Kelly  
Executive Director  
September 10, 2008