



Ontario Federation of Home and School Associations

BOARD OF DIRECTORS MEETING

Saturday, April 7th, 2018 10 a.m. – 1 p.m. cont.

Friday, April 27th, 2018 10 a.m. – 1 p.m.

Minutes

Agenda	Reporting	Recommendation	Material	Notes
<p>1. Call to Order</p> <p>Welcome and Introductions</p> <p>Notice of voice recording the meeting</p> <p>*Reminder that call in option costs \$.08 per minute</p>	E. Ings			<p>Call to order 10 a.m. – Apr 7, 2018</p> <p>E. Ings, President online S. Binns, Past-President, office G. Myers, 2nd Vice-President, online V. Coombs, Leadership, office 10:26a.m. K. Doyle, TVCHSA Designate, online L. Gonzalez, Conference, online A. Lowe, Virtually Yours, online 10:26a.m. R. Harvey, Parent Communications, online K. Berlet, Parent Resources, online T. Blum, Awards, TVDSB, online H. Maltby, Treasurer, office 10:30 a.m. A. Murchie, Executive Secretary, office</p> <p>J. Reynolds, Policy, Regrets A. Morell, 1st Vice-President, Regrets</p>
<p>2. Approval of Agenda</p>	E. Ings			<p>APR18-BD-01 – That the agenda be approved with additions. MMS – G. Myers, R. Harvey CARRIED</p>
<p>3. Conflict of Interest</p>				<p>None Declared</p>
<p>4. Approval of Minutes</p> <p>4.1 January 2018 – Board 4.2 February 2018 – Special Meetings 4.3 March 2018 – Executive</p>				<p>APR18-BD-02 – That the minutes of the January 2018 Board of Directors meeting be approved with corrections. MMS – S. Binns, K. Berlet CARRIED</p> <p>Follow up- R. Harvey questioned about #12 Past President Report was added to DropBox the night before the meeting, so it was added in the minutes as added to DropBox for review</p> <p>APR18-BD-03 – That the minutes of the February 2018 Board of Directors Special meeting be approved with corrections. MMS – S. Binns, K. Berlet CARRIED</p> <p>APR18-BD-04 – That the minutes of the March 2018 Executive Committee meeting be approved with corrections. MMS – S. Binns, K. Berlet CARRIED</p>

			Reporting column on the agenda has been adjusted to reflect to Workgroup Leader as per R. Harvey request.
<p>5. Business Arising</p> <p>5.1 Board Duties at Conference (Apr. 27th)</p> <p>5.2 PRO Grant</p> <p>5.3 Deferred Motion</p> <p>5.4 Deferred Motion</p> <p>5.5 Bylaws Giles Campus- Windsor Sparta- Thames Valley Hillcrest- Thames Valley Arthur Ford- Thames Valley</p>			<p>5.1 (Apr. 27th)</p> <p>5.2 A draft PRO Grant was added to Dropbox</p> <p>5.3 <i>MAR18-EC-05- That the OFHSA Executive Committee include the position of Treasurer as a voting member of the OFHSA Board of Directors.</i> MMS – S. Binns, V. Coombs DEFERRED</p> <p>APR18-EC-05- That the OFHSA Board of Directors include the position of Treasurer as a voting member of the OFHSA Board of Directors. MMS – K. Berlet, S. Binns CARRIED</p> <p>5.4 <i>MAR18-EC-06- That the OFHSA executive committee recommend that the OFHSA Board of directors establish a work group that is responsible for PRO Grant annually titled the PRO Grant workgroup</i> MMS –S. Thomson, G. Myers DEFERRED</p> <p>APR18-EC-06 - That the OFHSA Board of Directors establish a work group that is responsible for PRO Grant annually titled the PRO Grant workgroup subject to the subsequent approval of the Terms of Reference. MMS – L. Gonzalez, T. Blum CARRIED</p> <p>Terms of Reference to be presented at the April 27th Meeting</p> <p>5.5 APR18-BD-07 – That the Board of Directors approve the Giles Campus, (Windsor) Association bylaws with corrections MMS – G. Myers, R. Harvey CARRIED</p> <p>APR18-BD-08 – That the Board of Directors approve the Sparta, (Thames Valley) Association bylaws with corrections MMS – R. Harvey, K. Berlet CARRIED</p> <p>APR18-BD-09 – That the Board of Directors approve the Hillcrest, (Thames Valley) Association bylaws with corrections MMS – R. Harvey, G. Myers CARRIED</p>

				<p>APR18-BD-10 – That the Board of Directors approve the Arthur Ford, (Thames Valley) Association bylaws. MMS – R. Harvey, G. Myers CARRIED</p> <p>Discussion about the edits going forward for June Board of Directors meeting for the Suggested Bylaws for Associations.</p>
<p>6. Financial Report April 27th 6.1 Financial Statements 6.2 Endowment Report 6.3 Finance Workgroup 6.4 New Auditor</p>				Deferred to April 27 th
<p>7. Outstanding Business</p> <p>7.1 Task List 7.2 Board of Director Feedback 7.3 Annual Reports Due May 14 7.4 Trillium Award 7.5 BoD attendance at conference</p> <p>7.6 Strategic Plan</p>	<p>E. Ings S. Binns E. Ings S. Binns</p>			<p>7.1 Under review with P.R. Workgroup 7.2 Sent to the office by April 7th 7.3 April 27th 7.4 S. Binns has a Google Form 7.5 A Google Poll was sent out to board members 7.6 April 27th</p>
8. Executive Reports				
8.1 Past-President	S. Binns		M	Nominations Report
8.2 President	E. Ings		M	Report
8.3 1 st Vice-President	A. Morell			No report
8.4 2 nd Vice-President	G. Myers			Report
8.5 HW Council	V. Coombs			No report
8.6 Thames Valley Council	S. Thomson	2	M	Discussion about submitted Draft Terms of Reference, not in standard format and missing Bylaw information. Deferred all motions to April 27 th
9. Workgroup Reports				
9.1 Awards & Succession Planning	T. Blum	2	M	Deferred to April 27 th
9.2 Bulletin	R. Harvey			No report
9.3 Parent Communications	R. Harvey	7	M	<p>APR18-BD-11 – That the OFHSA Board of Directors approve the new OFHSA Photo/Video Release Form. MMS – R. Harvey, G. Myers CARRIED</p> <p>APR18-BD-12 That the OFHSA Board of Directors direct the Executive Secretary to remove the Resources and Pins page from our website and make suggested changes to the Resources & Forms page as follows:</p>

--create an additional tab called Recognition Pins
-- include information from previous Home and School Recognition tab, along with a link to the OFHSA Resources and Recognition Pins document
MMS – R. Harvey, S. Thomson
CARRIED

APR18-BD-13 - That the OFHSA Board of Directors task the website content manager(s) and the Parent Communications Workgroup Leader, in consultation with the Board of Managers, to revamp the What's New With OFHSA? page on our website before September 1, 2018.
MMS – R. Harvey, A. Morell
CARRIED

APR18-BD-14 - That the OFHSA Board of Directors task the website content manager(s) to make changes to the organization of our website homepage as follows:
Home
About OFHSA
What's New?
For Parents
Why Join?
How Can I Join?
For Members
Directors
Contact Us
Links
MMS – R. Harvey, A. Morell
CARRIED

APR18-BD-15 - That the OFHSA Board of Directors approve the change in wording of the Specific Terms of Reference for the Parent Communications Workgroup, section 1 (1.2) from:
Make recommendations about what resources and information should be made available electronically, including occasional review of *Virtually Yours* (electronic newsletter), *OFHSA Bulletin* (print newsletter) and other forms of communications currently in use.
to:
Make recommendations about what resources and information should be made available electronically, including occasional review of *Virtually Yours*, *OFHSA Bulletin* and other forms of communications currently in use.
MMS – R. Harvey, S. Binns
CARRIED

			<p>APR18-BD-16 - That the OFHSA Board of Directors approve the change in wording of the Specific Terms of Reference for the Parent Communications Workgroup, section 1 (1.6) from: Regularly review the guidelines/procedures used for the OFHSA website, Facebook page and social media accounts, and make recommendations for revision as necessary to ensure they are useful tools in promoting and communicating information about OFHSA to members and non-members. to: Regularly review the guidelines/procedures used for the OFHSA website and social media accounts, and make recommendations for revision as necessary to ensure they are useful tools in promoting and communicating information about OFHSA to members and non-members. MMS – R. Harvey, S. Thomson CARRIED</p>
9.4 Conference Planning	S. Thomson & L. Gonzalez	M	L.G. - Board of Directors' travel will be covered under PRO Grant since all Board of Directors are considered speakers. They are covered for 2 nights plus mileage. Please share expenses with CPWG
9.5 Education Advocacy & Policy	J. Reynolds & S. Binns		No report
9.6 Finance / Treasurer	G. Myers & H. Maltby	M	Discussed on April 27 th 6.3 FWG
9.7 Parent Resources	K. Berlet	M	<p>* Additional Time Requested</p> <p>APR18-BD-17 - That the OFHSA Board of Directors approves adding current and proposed fee amounts to the <i>Notice of Motion – OFHSA Fees</i> and to re-send to Associations as soon as possible for review prior to the OFHSA Annual Meeting. MMS – K. Berlet, S. Binns DEFEATED</p> <p>2nd Recommendation was not read</p>
9.8 Leadership & Membership	V. Coombs		No Report
9.9 Strategic Plan	Board of Managers		No Report
9.10 Virtually Yours	A. Lowe	M	Report in Dropbox
9.11 Executive Secretary	A. Murchie		No report
10. Representation to Others			
10.1 EQAO	A. Lowe		April 27 th Deferred
10.2 Partnership Table	E. Ings		3 Board of Managers participated in a Conference call for the Transformation Steering Committee

10.3 Healthy Schools	A. Morell		The OHSC conference has just wrapped up Integrating Health and Learning: Roles, Relationships and Results March 26 th & 27 th 2018
10.4 Canadian H&S Federation	S. Binns		April 27 th Deferred
11. New Business			
11.1 Review Mark Your Calendar 2018-19 11.2 Review Meeting and Mailing Dates 11.3 Letter of Intent 2019 11.4 OFHSA Awards presentation 11.5 Elections 11.6 Workgroups for 2018-19 11.7 Strategic Plan			11.1 April 27 th Deferred 11.2 April 27 th Deferred 11.3 April 27 th Deferred 11.4 April 27 th Deferred 11.5 April 27 th Deferred 11.6 April 27 th Deferred 11.7 April 27 th Deferred
12. Late Reports			
Nominations Awards Conference 2 nd VP			12. April 27 th Deferred
13. Received Correspondence			
			PIC Symposium displayer request, with the late request no available member was able to attend
APR18-BD-18 - That the OFHSA Board of Directors approves a recess until April 27th			
MMS –S. Binns, G. Myers			
CARRIED			
Time : 12:53 p.m.			
1. Reconvene April 27th	E. Ings		
Best Western Plus Stoneridge Inn and Conference Centre in London, ON Welcome and Introductions Notice of voice recording the meeting			Time: 10:07 a.m. E. Ings, President S. Binns, Past-President G. Myers, 2 nd Vice-President V. Coombs, Leadership S. Thomson TVCHSA President N. Raymond, HWCHSA designate L. Gonzalez, Conference A. Lowe, Virtually Yours R. Harvey, Parent Communications K. Berlet, Parent Resources, T. Blum, Awards A. Murchie, Executive Secretary A. Morell, 1 st Vice-President, 10:15 a.m. J. Reynolds, Policy, Regrets H. Maltby, Treasurer, Regrets
5.6 Board Duties at Conference			A list was provided to Directors
6. Financial Report April 27th			
6.1 Financial Statements 6.2 Endowment Report			6.1 Financial Statements were reviewed 6.2 GIC recommendations from TD Canada Trust rep Mary Ann Cogger. <i>I would recommend going short term to see what is going to happen with interest rates over the next year.</i>

<p>6.3 Finance Workgroup</p> <p>6.4 New Auditor</p>				<p>As of April 21st rates and terms recommended:</p> <p>14 months 1.75 minimum \$10,000 18 months 1.85% minimum \$10,000 2 year Market Growth Cdn Banking & Utilities Guarantee rate .75% to Maximum Return 5.50%</p> <p>My recommendation would be to split the GIC into \$10,000 in either 14 months or 18 months and \$10,000 into the 2 year Market Growth.</p> <p>Board of Directors discussed the options given and the Finance Workgroup will follow up on the feedback.</p> <p>6.3 FWG currently working on a budget for the next fiscal year.</p> <p>6.4 BDO is the new auditor that will be completing the audit for the next 3 fiscal years once the members approve it at the Annual Meeting. The Board of Managers will look at dates to invite BDO to a meeting.</p>
<p>7.3 Annual Reports Due May 14</p>				<p>A folder in Dropbox for annual reports was added to the Board of Directors' Team folder shared by all Directors. Discussion was for the Executive Secretary to e-mail a reminder after conference to a board member.</p>
<p>8.6 Thames Valley Council</p>	<p>S. Thomson</p>	<p>2</p>	<p>M</p>	<p>Recommendations were not read. S. Thomson to bring forth Draft Terms of Reference at May Executive Meeting.</p>
<p>9.1 Awards & Succession Planning</p>	<p>T. Blum</p>	<p>2</p>	<p>M</p>	<p>APR18-BD-19 - That the OFHSA Board of Directors suspend, for the 2018-19 school year, citizenship awards in the manner currently being used. MMS – T. Blum, S. Thomson CARRIED</p> <p>APR18-BD-20 - That the OFHSA Board of Directors approve an Ad Hoc Committee to create a new method of promoting citizenship with our students, with a report due November 2018 and a newly developed award be presented in 2019. MMS – T. Blum, A. Morell CARRIED</p>
<p>10.4 Canadian H&S Federation</p>	<p>S. Binns</p>			<p>Meeting in Ottawa in May. S. Binns will be attending May 7th & 8th</p>
<p>11. New Business</p> <p>11.1 Review Mark Your Calendar 2018-19</p> <p>11.2 Review Meeting and Mailing Dates</p>				<p>11.1 Deferred to May Executive</p> <p>11.2 Deferred to May Executive</p>

<p>11.3 Letter of Intent 2019</p> <p>11.4 OFHSA Awards presentation</p> <p>11.5 Elections</p> <p>11.6 Workgroups for 2018-19</p>		<p>11.3 APR18-BD-21 - That the OFHSA Board of Directors approves the Letter of Intent for Conference 2019 MMS – N. Raymond, G. Myers CARRIED</p> <p>11.4 S. Binns presented Federation Awards to Board of Directors that were in attendance. Federation Life Membership to Arlene Morell Trillium Service Award to Robin Harvey During Saturday Lunch G. Myers will present a Trillium Service Award to Helen Maltby and Eugema Ings.</p> <p>11.5 Elections The Nominations Report was presented by A. Murchie.</p> <p>For the position of President: Nomination from the floor for A. Morell, A. Morell accepted the nomination. E. Ings was nominated, she did not accept the nomination.</p> <p>For the position of 1st Executive Vice-President: A nomination from the floor for S. Thomson, S. Thomson accepted the nomination.</p> <p>For the position of 2nd Executive Vice-President: G. Myers was nominated and has agreed to serve as 2nd Executive Vice-President for a second term.</p> <p>APR18-BD-22 - That the OFHSA Board of Directors elect the following slate of Officers:</p> <p>Arlene Morell as President Sarah Thomson as 1st Executive Vice-President Gene Myers as 2nd Executive Vice-President MMS – L. Gonzalez, S. Binns CARRIED</p> <p>APR18-BD-23 - That the OFHSA Board of Directors approve Sandra Binns to remain as the Past-President. MMS – T. Blum, S. Thomson CARRIED</p> <p>APR18-BD-24 - That the OFHSA Board of Directors approve the following Workgroups for the 2018-19 year: Awards Conference Planning Leadership and Parent Outreach Parent Communications Parent Resources Policy Finance Strategic Planning and Governance</p>
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11.7 Strategic Plan			<p>MMS – T. Blum, G. Myers CARRIED</p> <p>A Strategic Plan Report was added to Dropbox for all Board of Directors to review.</p> <p>S. Binns and A. Morell went through the Strategic Directions with the board.</p>
Adjournment			<p>APR18-BD-25 - That the Board of Directors meeting be adjourned.</p> <p>MMS – T. Blum, L. Gonzalez CARRIED</p> <p>Time: 12:45 p.m.</p>

* = Additional Time Requested for Report