



Ontario Federation of Home and School Associations
 BOARD OF DIRECTORS MEETING
 Saturday, December 8, 2018 11 a.m. – 4:00 p.m.

MINUTES

Agenda	Reporting	Recommendation	Material	Notes
1. Call to Order BoD meeting (online) 1.1. Welcome and Introduction Quorum Established 10:09 a.m.				Attendance: (all attendees online) A. Morell, President S. Thomson, 1st Vice-President, L. Gonzalez, TVCHSA President (12:20 p.m.) T. Blum, Awards WGL (voting) J. Kearns, Awards Delegate (non-voting) R. Diab, Conference Workgroup Leader K. Berlet, Parent Resources A. Lowe, Treasurer Absent/Regrets J Reynolds, Policy A Murchie, Executive Secretary S. Binns, Past-President G. Myers, 2nd Vice-President N. Raymond, HWCHSA President
2. Approval of Agenda				DEC18-BD-01 That the agenda be approved with additions. MMS - S. Thomson, K. Berlet CARRIED
3. Professional Development 3.1. Board Member Orientation Chapters 6, 8, 9	A. Morell			Deferred
4. Conflict of Interest				Declare- None
5. Approval of Minutes 5.1. November BoD				DEC18-BD-02 That the November BoD minutes be approved with corrections. MMS - S. Thomson, K. Berlet CARRIED DEC18-BD-03 That the OFHSA Board of Directors approve that at Board of Directors and Executive meetings all financial decisions (budget) will be a roll-call vote. MMS - S. Thomson, A. Lowe CARRIED Discussion: A roll-call as a recorded vote in the meeting minutes vote offers increased openness, transparency and greater accountability to members regarding OFHSA financial matters.

<p>6.5. Motion for Insurance Invoice</p>		<p>MMS - S. Thomson, K. Berlet Unanimous CARRIED</p>
<p>6.6. Prepare for Annual Meeting</p>		<p>DEC18-BD-07 That the OFHSA Board of Directors direct funding from the OFHSA reserves(not committed to budget) for the purpose of remitting payment for the increased insurance costs of \$2610.16 MMS - S. Thomson, K. Berlet Unanimous CARRIED</p> <p>The 2019 OFHSA Annual Meeting will be held in conjunction with the Conference. The President will secure a Parliamentarian. At this time there have been no letter of intent regarding resolutions.</p>
<p>6.7. Bylaws- Spencer Valley</p>		<p>DEC18-BD-08 That the OFHSA Board of Directors approve the bylaws of the Spencer Valley Home and School Association, in the Hamilton Wentworth Council HSA. MMS - R. Diab, S. Thomson CARRIED</p>
<p>6.8. Charitable Number</p>		<p>Regarding local Associations access to the OFHSA Charitable Registration number. Through consensus, it was agreed that when an Association/Council receives a grant allocation where charity status is required, funding will remain in the control of OFHSA.</p> <p>It was noted that OFHSA is the charity and therefore is responsible for the accounting of the use of the funds and, OFHSA is subject to a Charity Audit. Additionally, the BoD should consider a fee related to the administrative costs related to administer the grant funding. OFHSA President will follow-up with CRA, OFHSA Auditor regarding OFHSA units receiving grants subject to Charity Status.</p> <p>Recommendation: develop a Tip Sheet for our Associations that informs, directs and outlines the process for Associations/Council when seeking and receiving grants in the circumstances where a charitable number (proof of charity status) is required as part of the grant application. S. Thomson volunteer to lead the development of this Tip Sheet.</p>

<p>7. Financial Reports</p> <p>7.1. Financial Statement 7.2. Endowment Report</p> <p>7.3. Audit</p> <p>7.4. Working Group- Financial plan</p>			<p>The financial statements, bank statements and the endowment report were reviewed as prepared by the Executive Secretary. It was agreed that at the end of the fiscal quarter (March 31st, 2019) the budget and actuals be reviewed. The Provincial Parent Group grant which is normally received in November, to date, has not been received for 2018-2019.</p> <p>OFHSA Rent: OFHSA is exploring the feasibility for a co-share tenant.</p> <p>Audit: A Morell shared the questions posed by the Audit team in the Presidents' report. Topics raised by the Audit are related to controls, oversight and current financial practices. Additionally the results of the CRA Audit of the Quebec Federation informs the current practice of the Federation ensuring the practice of charity receipts is in full compliance.</p> <p>A. Lowe in his role of Treasurer will conduct a review of the bank statements, the budget and the OFHSA Financial Statements. Finding will be presented at the January Board of Directors meeting.</p> <p>Financial plan, working through the complexities, with a quarterly review of financial status. Looking ahead with a priority to rent reduction while maintaining a balanced budget.</p>
<p>8. Outstanding Business</p> <p>8.1. School Board Information Package 8.2. Insurance provider on New Associations</p>	<p>A. Morell A. Morell</p>		<p>Deferred Deferred</p>
<p>9. Reports</p>			
<p>9.1. President</p>	<p>A. Morell</p>		<p>The report was included the questions posed by the Auditor and the responses provided by the President. Further dialogue regarded the practice of charity receipts, financial and policy controls, monitoring and oversight.</p>
<p>9.2. Past-President</p>	<p>S. Binns</p>	<p>M</p>	<p>The report included: supports to Associations, OFHSA meetings and phone calls, preparing the OFHSA submission to the Ministry of Education on education reform, investigating office options as directed, and CHSF meeting details from Halifax.</p>
<p>9.3. 1st Vice-President</p>	<p>S. Thomson</p>		<p>No Report</p>
<p>9.4. 2nd Vice-President</p>	<p>G. Myers</p>		<p>Report was reviewed, letter from Windsor Council member was received. OFHSA President will respond.</p>
<p>9.5. HW Council</p>	<p>N. Raymond</p>		<p>No Report</p>

9.6.	TV Council	L. Gonzalez		M	
9.7.	Awards WG	T. Blum J. Kearns			Citizen Award has been prepared for dissemination. It was suggested that the award winners be presented at the Conference luncheon, however that the focus for awarding the recipients could take place at the local level.
9.8.	Conference Planning	R. Diab			The 2019 Conference will be held at the HWSAB Education Centre. Conference will begin on Friday evening with a vender's market place, Saturday with breakout session and the OFHSA Annual Meeting the late afternoon and evening. A Douglas has offered at no cost to be the keynote at the 2019 Conference. Awards will be presented at a luncheon during conference, the Annual meeting will proceed the conference program. DEC18-BD-09 That the OFHSA Board of Directors approve Ann Douglas as the Keynote Speaker for 2019 MMS - R. Diab, S. Thomson CARRIED
9.9.	Leadership and Parent Outreach	V. Coombs			No Report
9.10.	Parent Communications	Vacant			
9.11.	Parent Resources	K. Berlet		M	Report included activates related to: updating Council Guidelines and edits to the OFHSA Citizenship Award application.
9.12.	Policy	J. Reynolds			No Report
9.13.	Treasurer / Member at Large	A. Lowe			No Report
9.14.	Executive Secretary	A. Murchie		M	Report included an overview of the December and January duties and responsibilities.
10. Representation to Others					
10.1.	CHSF			M	The Quebec Federation has secured a Canadian Heritage grant supporting the archiving historical documents. Exploring a joint grant through CHSF will be of benefit to OFHSA.
10.2.	EQAO				A. Lowe attended an EQAO web-based meeting, a verbal update was provided related to supports (technology) for students with special needs.
10.3.	Partnership Table				
11. New Business: Elections of Directors					
					Reviewing the current practice of appointing the OFHSA Directors. Arlene and Teresa will review this practice and bring recommendations to the January BoD meeting that modernize and better align OFHSA.
12. Correspondence					
					See 2 nd VP Report
13. Report of the Executive Committee					
13.1	Notice of Motion				DEC18-BD-10 That the OFHSA Board of Directors meeting recess at 2:30 p.m. MMS - S. Thomson K. Berlet CARRIED

Adjournment			<p>DEC18-BD-11 That the OFHSA Board of Directors meeting reconvene at 2:51 p.m. MMS - S. Thomson, L. Gonzalez CARRIED</p> <p>DEC18-BD -12 That the letter of agreement regarding the Executive Secretary approved at the Executive Committee be presented to the BoD for information. MMS - S. Thomson, L. Gonzalez CARRIED</p> <p>DEC18-BD-13 That the Notice of Motion regarding 2019 OFHSA fees be approved to be ratified at the 2019 OFHSA Annual Meeting in April. MMS - T. Blum, R. Diab CARRIED</p> <p>DEC18-BD-14 That the OFHSA Board of Directors meeting be adjourned at 3:00 p.m. MMS - S. Thomson, L. Gonzalez CARRIED</p>
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