



Ontario Federation of Home and School Associations
BOARD OF DIRECTORS MEETING
 Saturday, November 3, 2018: 10 a.m. – 4:00 p.m.
 TVDSB Education Centre, 1250 Dundas St. London

APPROVED MINUTES

Agenda	Reporting	Recommendation	Material	Notes
1. Call to Order at 10:34 a.m. 1.1 Welcome 1.2 and Introductions	A. Morell			A. Morell, President S. Binns, Past-President (online) S. Thomson, 1st Vice-President, left 2:30 p.m. G. Myers, 2nd Vice-President (online) N. Raymond, HWCHSA President (online) L. Gonzalez, TVCHSA President T. Blum, Awards WGL (voting) J. Kearns, Awards Delegate (non-voting) S. Huculiak Delegate, Leadership and Parent Outreach (non-voting) (phone) R. Diab, Conference Workgroup Leader (online) K. Berlet, Parent Resources (online) Absent/Regrets J Reynolds, Policy A Murchie, Executive Secretary A Lowe, Treasurer
Introductions				Welcomed to the meeting S. Huculiak (guest, non-voting) as a representative of the Leadership and Parent Outreach WG.
2. Approval of Agenda	A. Morell			Additions: none Meeting focus, 2018-19 budget/financials, Awards Ad-Hoc Reports, 2019 Conference NOV18-BD-01 That the agenda be approved as presented. MMS - S. Thomson, T. Blum CARRIED
3. Conflict of Interest				None Declared
Meeting Protocols	A. Morell			Due to on-line and in-person nature of the meeting participants, meeting interaction protocols were communicated as: the author of their report to share highlights and read their recommendations (not as motions). Following the reading of the recommendations the meeting chair will allow each Director up to two questions of clarification, more than two questions is noted by placement on the speakers list. Following the questions of clarification, the recommendation(s) can be moved and seconded following Robert's Rules.
4. Professional Development Board Member Orientation Chapters 1, 4, 5, & 7	A. Morell			The directors shared their learnings from the assigned reading <i>Board Member Orientation</i> related to the responsibilities of a Director with a Not-For-Profit. Assigned Ch. 6, 8, 9 for next board meeting.

<p>5. Motion of Minutes 5.1 September Board</p>	<p>A. Morell</p>	<p>NOV18-BD-02 That the minutes of the September 15th 2018 be approved, adding the Audit firm of BDO to 6.4. MMS - S. Thomson, G. Meyers CARRIED</p>
<p>6. Business Arising</p> <p>6.1 Not paid Associations</p> <p>6.2 Virtually Yours & Bulletin</p> <p>6.3 E.S. Job priorities – defer</p> <p>6.4 Finance WGL stepping back</p> <p>6.5 December meeting date</p> <p>6.6 New Assoc. Bylaws (5)</p>	<p>S. Thomson</p>	<p>A friendly amendment to the agenda items, was decided to defer item 6.1 – defer to President report related to membership</p> <p>6.2 – defer</p> <p>6.3 – defer</p> <p>6.4 Finance Workgroup Leader G. Myers stepping back; an expression of gratitude was extended to G. Myers for his service. Moving forward the Board of Managers will provide oversight to OFHSA finances in the role of providing advice related to OFHSA financial matters.</p> <p>6.5 December 8 was agreed to as the joint meeting of the OFHSA Executive and Board of Directors. The majority of directors indicated this date is agreeable. Additionally, connecting using the GoTo platform as working meetings to assist Board work. Location to be determined.</p> <p>6.6 New Association Bylaws – suggested all associations use the new template going forward</p> <p>NOV18-BD-03 That the bylaws of the Wilberforce Home and School Association be approved with suggested changes. The bylaws be reassigned to the new 2018 template. MMS - S. Thomson, G. Myers CARRIED Sarah will follow-up with the suggested changes</p> <p>NOV18-BD-04 That the bylaws of the Mountsfield Home and School Association be approved with suggested changes. The bylaws be reassigned to the new 2018 template. MMS - S. Thomson, T. Blum CARRIED Laura in her role of TVCHSA President will follow-up with the suggested changes</p> <p>NOV18-BD-05 That the bylaws of the Orchard Park Home and School Association be approved with suggested changes. MMS - G. Myers, L. Gonzalez CARRIED</p> <p>NOV18-BD-06 That the bylaws of the Emily Carr Home and School Association be approved with</p>

		<p>suggested changes. The bylaws be reassigned to the new 2018 template MMS - S. Binns, G. Myers, CARRIED</p> <p>NOV18-BD-07 That the bylaws of the Michaelle Jean Home and School Association be approved with suggested changes. MMS - N. Raymond, R. Diab CARRIED</p> <p>Question, the new Associations are not required to file a verification for the 17-18 fiscal year, however the verification for the subsequent year 18-19 will include financials at time of origin.</p>
<p>7. Financial</p> <p>7.1 Financial Statement</p> <p>7.2 Endowment Report</p> <p>7.3 Treasurer</p> <p>7.4 Audit</p>		<p>Summary of Accounts: the OFHSA accounts were reviewed in terms of presenting a current financial picture. It was noted that a significant number of membership fees have been collected/submitted to the office.</p> <p>Endowment Report: Part of the financial plan for OFHSA realizes to rotate (\$50,000) over four years to maximize the interest revenue in each fiscal year. Noted, the primary endowment must remain invested. To find a balance with maturity of the investment that observes this rotating plan, the investment needs to reach maturity pay-out in 2022-23.</p> <p>Through consensus it was decided: OFHSA President will ask the Executive Secretary to look into the following:</p> <ul style="list-style-type: none"> • Five-year market investment – could be “cashed-out” in 2022-23 to align with the rotating plan reinvesting plan. • 18 month investment, to be reinvested (including interest) in 18 months from now to maturity to be re-invested to 2022-23. <p>See 10.3</p> <p>Audit: A. Morell, in the role of President will be the contact and is going to the office next week to help prepare for the audit to begin. The auditors will present the financials directly to the Board of Directors in person once complete.</p>
<p>LUNCH 12:30 p.m. -1:00 p.m.</p>		
<p>Financial OFHSA Budget</p>		<p>In light of the government funding being paused, the implications to the OFHSA budget was reviewed line by line.</p> <p>The PRO Grant and the Government Parent Group Grant totalling \$35,000 in revenues are</p>

		<p>not being made available to date. To address the loss in revenues, large budget reductions are needed in:</p> <p>Rent :need to seek alternatives to lower this large expense</p> <p>Salaries – Executive Secretary</p> <p>Equipment Lease (Photocopier) – contract to be investigated to be returned, copying to be outsourced</p> <p>Discussion:</p> <p>Will the hold-back for the PRO Grant in the 17-18 year be received?</p> <p>It was noted that the actual 2018 conference revenue be adequately represented in the budget.</p> <p>S. Binns and S. Thomson investigated storage units, at \$250 per month for storage.</p> <p>Contact the current landlord to see if a rent reduction is possible and what the rent could be reduced to. 60 days' notice required to terminate the current lease. Share the current lease/rental agreement with Board.</p> <p>Lease Equipment; review the contract terms, find out how/if/what to opt out of the contract. (implications, costs, penalties)</p> <p>Office Supplies and Services – what are the actuals of this budget line</p> <p>Office Support - what are the actuals of this budget line</p> <p>Audit- as OFHSA is a charity therefore required to have a professional independent audit</p> <p>School Board- utilizing empty school space in school board/partnership agreement</p> <p>PRO Grant – typically funds conference and leadership</p> <p>CHSF representation –eliminated the amount to attend meetings in person</p> <p>CHSF membership – quid pro quo storage of Canadian's property/files for the annual membership fee (\$2150 per year for storage). To opt out of Canadians requires change to OFHSA's Letter of Patent and bylaws, and to all of OFHSA materials - removing a "Member of CHSF".</p> <p>Deferred: CRA findings of the Quebec FHSA audit and subsequent information to be shared at the December 8th Board meeting.</p>
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<p>8. Outstanding Business</p> <p>8.1 School Board Information Package 8.2 Insurance provider on New Association</p>	<p>A. Morell A. Morell</p>		<p>Deferred Deferred</p>
<p>9. Reports – with a focus on conference, awards, budget implications</p>			
<p>Ad-Hoc Awards Report</p>			<p>NOV18-BD-09 That the OFHSA Board of Directors consider changing (adding an on-line option along with paper submission) the Citizenship award application format. MMS - S. Thomson, T. Blum CARRIED Discussion – adding another option including an on-line option, both paper and on-line to be offered for the citizenship application form.</p> <p>NOV18-BD-10 That the OFHSA Board of Directors consider changing when and how the award is presented. MMS - S. Thomson, T Blum CARRIED Discussion – that various methods of presenting the awards is considered in future planning; it was commented that conference is not always the best venue, for example a school assembly with the award recipient's peers might be more appropriate; award recipients can be announced and or posted at conference; for future consideration and planning - more meaningful opportunities to present to the award recipients.</p> <p>NOV18-BD-11 That the OFHSA Board of Directors direct the AWG to modernize the Citizenship award by</p>

			<p>revamping the application; That age categories of the applicants include 2 grade levels for each level winner (ie. grade 4/5, grade 6, 7); That incentives be considered by the AWG to be offered to associations that submit award applications. MMS - S. Thomson, S. Binns CARRIED</p> <p>Discussion – the award categories could be aligned with school divisions (junior, intermediate, high school)</p> <p>NOV18-BD-12 That the OFHSA Board of Directors direct the AWG seek out alternative financial support for the Citizenship Award (ie. Sponsors, grants, conference displayers) MMS - S. Thomson, G. Myers CARRIED</p>
9.1	President	A. Morell	Deferred
9.2	Past-President	S. Binns	<p>That the Federation write a Letter to Ministry regarding Provincial Parent funding (\$21240) status. The Federation representative at the Hamilton Cenotaph laying the OFHSA wreath is J. Huculiak, POWHSA</p>
9.3	1 st Vice-President	S. Thomson	<p>Report included inquiries and potential action items related to rent/lease through budget reductions. It was determined that this be attained through budget reductions.</p> <p>Through consensus, it was agreed to develop/form a working group to focus on creating a financial plan (to include A. Lowe, J. Reynolds and T. Blum).</p> <p>NOV18-BD-13 That the OFHSA Board of Directors appoint Adam Lowe as a Member-at-Large. MMS - S. Binns, T. Blum CARRIED</p> <p>Discussion - this provides A. Lowe, Treasurer, to be a full Director of the Federation and where increased tasks would be undertaken/assigned.</p> <p>That the motion APR18-EC-05 is not valid and not actionable due to governing regulations. <i>APR18-EC-05 - That the OFHSA Board of Directors include the position of Treasurer as a voting member of the OFHSA Board of Directors.</i></p>
9.4	2 nd Vice-President	G. Myers	No recommendations
9.5	HW Council	N. Raymond	Pleased to welcome two new Associations, building capacity locally and with the school Board. A Trustee all-candidates evening was well attended.

9.6	TV Council	L. Gonzalez		Pleased to welcome four new associations, hoping to secure the 70 th Association and enjoy a collegial relationship with TVDSB.
9.7	Awards WG	T. Blum J. Kearns		Reporting through the Ad-Hoc committee.
9.8	Conference Planning	R. Diab		<p>NOV18-BD-14 That the OFHSA Board of Directors approve the Conference Planning Workgroup Budget as presented. MMS – R. Diab, N. Raymond CARRIED</p> <p>Discussion – due to the loss of PRO Grants, the Conference Planning Workgroup is trying to offer and organize a wonderful conference learning opportunity for members, with a balanced budget of \$3550. (Displayers, inserts for bags, advertising, silent auction) and expenses (room rental, printing, pins, hospitality, swag, Friday night food, resources for workshops). The Annual Meeting is the responsibility of the Federation.</p> <p>NOV18-BD-15 That the OFHSA Board of Directors approve adding Nancy Raymond and Reasa Diab to authorized signatories for the Conference Planning Workgroup bank account. MMS – S. Binns, T. Blum CARRIED</p>
9.9	Leadership and Parent Outreach	V. Coombs		Leadership is developing plans for future sessions.
9.10	Parent Communications	vacant		
9.11	Parent Resources	K. Berlet		<ul style="list-style-type: none"> - Updated Life Membership forms are completed - “Congrats” brochure is being edited and still needs to be re-designed as a handout - Alumni Brochure is updated
9.12	Policy	J. Reynolds		No Report
9.13	Finance	BoM		See OFHSA financials and budget.
10. Representation to Others				
10.1	CHSF			CHSF – no names were presented for the CHSF Executive members of Secretary or Treasurer.
10.2	EQAO			EQAO - no report
10.3	Partnership Table			Partnership Table - no report
11. New Business				Question: Can a local Association use OFHSA's charity number to apply for a grant? (L. Gonzalez)
12. Correspondence				None
13. Adjournment				Motion: NOV18-BD-16 That the OFHSA Board of Directors meeting be adjourned. Time: 3:52 p.m.

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