




Ontario Federation of Home and School Associations
BOARD OF DIRECTORS MEETING
 Saturday, September 15th, 2018: 10 a.m. – 4:00 p.m.

Minutes

Agenda	Reporting	Recommendation	Material	Notes
1. Call to Order 10:24 a.m. Welcome and Introductions	A. Morell			Attendance: A. Morell, President S. Binns, Past-President S. Thomson, 1st Vice-President G. Myers, 2nd Vice-President, online left 12:35 p.m. N. Raymond, HWCHSA President L. Gonzalez, TVCHSA President J. Kearns, Awards Delegate, online V. Coombs, Leadership/Outreach, left 2:27p.m. K. Berlet, Parent Resources A. Murchie, Executive Secretary J. Reynolds, Policy, Regrets T. Blum, Awards, Regrets R. Harvey, Parent Communications, Regrets
2. Approval of Agenda	A. Morell			SEP18-BD-01 – That the agenda be approved with additions. 8. Leadership/Outreach MMS – S. Thomson, S. Binns CARRIED
3. Conflict of Interest				None Declared
4. Motion of Minutes 4.1 June 2018 Board of Directors				SEP18-BD-02 – That the minutes of the April 2018 OFHSA Board of Directors meeting be approved with corrections. MMS – S. Binns, L. Gonzalez CARRIED
5. Business Arising Joint Executive/BoD meetings Strategic Plan				OFHSA meetings will now be held jointly in the months December and February. The Executive will meet 10-11a.m. and the Board will meet the same day from 11-4 p.m. The Board agreed by consensus to the new format. November 3 rd , December TBD, January 12 th , February 2 nd , March 9 th were chosen for the 2018-19 year. SEP18-BD-03 – That the Board of Directors approve the OFHSA Meetings 2018-2019 as presented. MMS – S. Thomson, L. Gonzalez CARRIED Discussion from the Strategic Planning sessions held in June 2018- A. Morell compiled the feedback from the events and shared it with the BoD. Worksheets were handed out for the board to complete during the meeting. Each BoD chose an attainable goal for them to accomplish during the year.

E.S. Job Description			<p>Homework: Read <i>Board Member Orientation</i> Chapters 1, 4, 5, & 7</p> <p>Lunch break 12:40 - 1:20 p.m.</p> <p>According to the Ontario Labour laws, the Executive Secretary position is not a contract position but is considered an employee. Therefore, a Letter of Agreement is used to outline the payrate and the hours agreed to.</p> <p>Discussed the E.S. Report at this time. Due to the discussion in the past about what work happens at the office, the monthly tasks of the Executive Secretary were shared with the BoD along with a report of daily activities and what needs to be completed in the timeframe.</p> <p>Discussion was held re an investment coming due.</p> <p>SEP18-BD-04 – That the OFHSA Board of Directors approve the reinvestment of \$20,000 into TD Canada Bank’s GIC for 3 years. MMS – S. Binns, L. Gonzalez CARRIED</p> <p>The E.S. was asked to include on each agenda the tasks and priorities for the current month.</p>
<p>6. Financial Report</p> <p>6.1 Budget 2018-19</p> <p>6.2 Financial Statement</p> <p>6.3 Endowment Report</p> <p>6.4 New Auditor</p>			<p>The budget document in the meeting package had been compiled by several Board members. Several possibilities were reviewed by directors considering unknown funding at this time.</p> <p>SEP18-BD-05 – That the OFHSA Board of Directors approve the Budget with corrections. MMS – S. Binns, L. Gonzalez CARRIED</p> <p>The financial statement for the last fiscal was reviewed.</p> <p>Report was reviewed, and BoD provided direction for the next maturing G.I.C.</p> <p>A. Morell and S. Thomson have a meeting with the new auditor, BDO, on Oct 1st.</p>
<p>7. Outstanding Business</p> <p>7.1 Insurance provider on New Assoc.</p>	A. Morell		Deferred to the next meeting
<p>8. Reports</p> <p>President</p>			<p>President</p> <p>Update from Jacquelin Kappers- she has received approval from Western University to create the Parent Engagement course. She is</p>

<p>Past-President</p> <p>HWCHSA</p> <p>TVCHSA</p> <p>Conference Planning</p> <p>Parent Resources</p>		<p>starting a needs assessment and looking for volunteers. Please e-mail A. Morell by Friday September 24th if you are interested in participating.</p> <p>In the next month, OFHSA will be sending out a package to school boards that have H&S Associations. The package will include a letter and several OFHSA resources.</p> <p>Report submitted</p> <p>Report submitted</p> <p>Report submitted</p> <p>Conference Planning The BoD discussed the report submitted and the concerns that we will lose the current hotel. Due to unknown funding, decisions cannot be made at this time.</p> <p>SEP18-BD-06 – That the OFHSA Board of Directors approves a <i>Survivor</i> Theme for Conference. MMS – N. Raymond, S. Binns CARRIED</p> <p>SEP18-BD-07 – That the OFHSA Board of Directors approves the Logo for Conference with a colour change from orange to blue MMS – N. Raymond, S. Binns CARRIED</p>  <p>Parent Resources</p> <p>SEP18-BD-08 – That the OFHSA Board of Directors approves the revision of the <i>Executive Skills Handbook</i> (title change from <i>Executive Skills Handbook</i>). MMS – K. Berlet, S. Binns CARRIED</p> <p>SEP18-BD-09– That the OFHSA Board of Directors approves the Council Bylaws (Template). MMS – K. Berlet, S. Binns DEFERRED</p> <p>SEP18-BD-10 – That the OFHSA Board of Directors approves the archiving of the one page document <i>About Liability Insurance Coverage</i>. MMS – K. Berlet, S. Binns CARRIED</p>
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<p>Virtually Yours</p> <p>Leadership & Outreach</p> <p>Executive Secretary</p>			<p>Report submitted</p> <p>Report submitted</p> <p>Report discussed during 5. Business Arising</p>
<p>9. Representation to Others</p> <p>9.1 CHSF</p> <p>9.2 Partnership Working Table</p> <p>9.3 EQAO</p>			<p>Mid November meeting coming- focus is screen time policy</p> <p>No update</p> <p>No update</p>
<p>10. New Business</p>			<p>SEP18-BD-11 – That the OFHSA Board of Directors approves Adam Lowe be named as Treasurer for 2018-19 year.</p> <p>MMS – S. Thomson, N. Raymond</p> <p>CARRIED</p>
<p>11. Correspondence</p> <p>Gyeongsang Namdo Happy School</p> <p>Other</p>			<p>A letter and phone call were received by the office from Gyeongsang Namdo Happy School requesting a meeting and was forwarded to the BoM; BoM asked for it to be discussed at the BoD meeting. The objectives of the Gyeongsang School were reviewed and do not match the mandate and objectives of OFHSA. The office was directed to respond no thank you to the meeting.</p> <p>The Board of Directors was notified about the passing of a long-time member, Mary Hope. Anyone wishing to contribute to a gift for her family please contact the office.</p>
<p>Adjournment</p>			<p>SEP18-BD-12 – That the OFHSA Board of Directors meeting be adjourned.</p> <p>MMS – K. Berlet, L. Gonzalez</p> <p>CARRIED</p> <p>Time: 3:54 p.m.</p>