



OFHSA  
Executive Committee Meeting  
Saturday, September 17, 2016, 10 a.m. – 4 p.m.  
51 Stuart Street, Hamilton

**Minutes - APPROVED**

Present:

Sandra Binns, President  
Arlene Morell, 2<sup>nd</sup> Vice-President  
Teresa Blum, Past-President  
Angela Murchie, Hamilton-Wentworth Council President

Regrets: Eugema Ings, 1<sup>st</sup> Vice-President

1. **Welcome and call to order** – 10:15 a.m. S. Binns called the meeting to order, and welcomed everyone to the electronic meeting. (TeamViewer)  
In the absence of the OFHSA Executive Secretary, A. Morell volunteered to act as the meeting recorder.

2. **Approval of Agenda:**

**SEP16-EC-01 That the agenda be approved with amendments.  
MMS A. Murchie, T. Blum**

**CARRIED**

3. **Conflict of Interest – none declared.**

4. **Financial Report**

4.1 Financial Statements actual vs. budget, ending August 31, 2016 – S. Binns opened the discussion related to the Financial Statement actual vs budget. It was suggested that additional reports generated through the accounting software would be beneficial in developing increased appreciation of the actual vs budget report. It was determined that more detailed reports would be presented through the Treasurer, in consultation with the Board of Managers.

The 2016 Conference Treasurer's Report, period ending May 31, 2016, was presented for information. Questions arising will be directed through the 2016 Conference Treasurer.

**Action Item:** S. Binns will connect with Tammy (office support trainer), requesting that additional financial reports be generated through the Quick Books software.

4.2 Endowment fund investments – The investment package was presented for information and review.

4.3 Draft Budget 2016-17 – S. Binns provided a draft 2016-17 budget for consideration. It was noted that the budget adjustments and efficiencies relate to: CHSF fall meetings and AGM will be held in London, Ontario, thus significant cost savings will be realized. In addition, future CHSF meeting participation can be conducted through web or teleconference. Additional efficiencies, in response to feedback provided by members, OFHSA mailings to Associations would be of an electronic nature, thus resulting in a significant reduction in postage expenses.

**SEP16-EC-02 That the draft 2016-17 budget, as presented, be presented for approval at the October 2016 Board of Directors meeting**  
**MMS A. Murchie, T. Blum** **CARRIED**

4.4 Charitable Signing -A review of the motion from April 15, EC-O9 ensuring the inclusion for permission for the Executive Secretary signing authority in issuing OFHSA charitable receipts.

**5. Business Arising**

5.1 Conference 2016 -The 2016 Conference Committee has offered to the 2017 Conference the transfer of the current conference bank account. Although this appears to be advantageous, further information is required related to; banking fees, and the requirements related to the changeover of account signing authority.

**Action Item:** follow up with 2016 Conference Treasurer, a report to be brought forward to the October meeting.

5.2 Cashless Payment System – A. Murchie provided an update related to the pilot of the Cashless Payment System. There are five Home and School Associations participating in the pilot project, in accordance with the contract, the participation is optional. To date there has been no report of any challenges experienced.

5.3 TDSB Meeting – S. Binns reported a teleconference meeting with the Toronto District School Board, Director of Education is scheduled for Wednesday, September 21<sup>st</sup>. Those participating in the teleconference meeting will review notes taken related to Home and School Associations operating in the TDSB. Three key focus areas for discussion will be confirmed prior to September 21<sup>st</sup>.

5.4 PRO Grant 2015-2016 final submission update – A. Murchie provided an update related to the report back requirement of the grant process. Utilizing the feedback provided to the draft report back, the final submission was completed and electronically filed by the 2016 August 31<sup>st</sup> due date. The Executive committee members expressed their thanks to A. Murchie for the leadership she provided.

5.5 Compliance Process: Memo of Understanding draft update (CHSF) – deferred

5.6 Website – A. Murchie shared the most to date information related to the development of the new OFHSA website. The web-developer has discovered an anomaly in the current set-up of the web-domain and web-based e-mail. Supplementary expertise with this matter will be undertaken; it is expected that the new website will go live by the end of September.

5.7 Database – A. Murchie reported the membership database has been completed as per the terms of the contract. As OFHSA modernizes systems, Association membership information collected will be recorded in the database. It can be expected that efficiencies and a greater degree of accuracy will result.

5.8 PRO Grant 2016-2017 – A. Murchie and S. Binns announced OFHSA was successful in receiving a PRO Grant in the amount of \$15,000. To date the contract from the Ministry of Education has not been received.

**Action Item:** PRO Grant – contract to be received and signed.

5.9 Bulletin Editor – see 1<sup>st</sup> VP report

## 6. New Business

6.1 Living Healthier Lifestyles – Referred to the 2017 Conference committee for information.

6.2 Letter to B. Peat – A response to the letter received re 2016 Annual Meeting Resolution will be drafted by the President.

6.3 New Association Southside – A review of the bylaws submitted to form a new Association was conducted. No changes were noted. The Association formed through Thames Valley Council will be known as: Southside Home and School Association.

**SEP16-EC-03 That the bylaws for the formation of a new Association titled: Southside Home and School Association, be accepted as presented.**  
**MMS T. Blum, A. Murchie** **CARRIED**

6.4 October Board of Directors - The OFHSA office is not available due to construction for the October Board of Directors meeting, it was resolved that the meeting location will be the HWDSB Education Centre.

**Action Item:** A. Morell to explore the possibility of the January Board of Directors meeting to be held at the TVDSB Education Centre.

**SEP16-EC-04 That the committee move in-camera to discuss personal and legal issues.**  
**MMS A. Morell, T. Blum** **CARRIED**

Regular meeting reconvened at 11:15 a.m.

**SEP16-EC-05 That the letter of resignation received September, 15<sup>th</sup> 2016, from OFHSA Executive Secretary be accepted, as per the terms of the Letter of Agreement, OFHSA Executive Secretary, August 2016 to June 2017.**  
**MMS A. Murchie, T. Blum** **CARRIED**

## 7. Reports

7.1 Reports without recommendations – no discussion

- a) President,
- b) 1<sup>st</sup> Vice-President,
- c) Awards Workgroup.

**SEP16-EC-06 Accept reports without recommendations for information.**  
**MMS A. Morell, A. Murchie** **CARRIED**

**SEP16-EC-07 Accept reports with recommendations for consideration.**  
**MMS A. Morell, A. Murchie** **CARRIED**

7.1 Member-at-Large – K. Berlet

**SEP16-EC-08 That the OFHSA Executive Committee review the revision to the Executive Contact List.**  
**MMS A. Morell, A. Murchie** **CARRIED**

Discussion: Suggested revisions are considered to be housekeeping as we move forward in modernizing to electronic fillable forms. K. Berlet has been tasked to assist with housekeeping (re-organize and simplify) OFHSA forms.

## 7.2 1<sup>st</sup> VP Report

**SEP16-EC-09 That the OFHSA Executive Committee accept A. Davey as *Bulletin* Editor.**

**MMS A. Murchie, T. Blum**

**CARRIED**

## 8. Representation

- 8.1 EQAO – no fall meeting dates reported
- 8.2 Partnership Table – no fall meeting dates reported
- 8.3 Healthy Schools Working Table – no fall meeting dates reported

## 9. Canadian Home and School Federation

- 9.1 CHSF Report – A. Morell representative to CHSF provided a verbal report. CHSF terminated the Secretary/Treasurer; consequently nomination forms for the position of Secretary, and the position of Treasurer have been received. The AGM is scheduled for November 2016 and will be held in London, Ontario. Further discussion rendered the following action items:

**Action Item #1:** Correspondence be draft to CHSF relaying concerns with the activities and effectiveness of the organization.

**Action Item #2:** That appropriate changes to OFHSA bylaws be considered related to membership and the term of membership with CHSF. These changes be brought to the OFHSA membership at the AGM.

**Action Item #3:** OFHSA will submit a nomination of T. Blum for CHSF Secretary.

- 9.2 CHSF Membership Application and dues 2016-2017 – to be completed and submitted by S. Binns - **Action Item**

- 9.3 CHSF Designation of Member Representative Form – to be completed and submitted by S. Binns - **Action Item**

## 10. Late Reports:

- 10.1 Reports without recommendations – none
- 10.2 Reports with recommendations – none

## 11. Other business;

- 11.1 Correspondence: received for information
  - (a) Minister of Education, Mitzie Hunter
- 11.2 Terms of Reference – deferred to October Board meeting

**12. Adjournment –12:24 p.m.**

**SEP16-EC-10 That the Executive Committee meeting be adjourned.  
MMS T. Blum A. Morell**

**CARRIED****Summary of Motions (Actionable):**

**SEP16-EC-02 That the draft 2016-17 budget, as presented, be presented for approval at the October 2016 Board of Directors meeting  
MMS A. Murchie, T. Blum**

**CARRIED**

**SEP16-EC-03 That the bylaws for the formation of a new Association titled: Southside Home and School Association, be accepted as presented.  
MMS T. Blum, A. Murchie**

**CARRIED**

**SEP16-EC-05 That the letter of resignation received September, 15<sup>th</sup> 2016, from OFHSA Executive Secretary be accepted, as per the terms of the Letter of Agreement, OFHSA Executive Secretary, August 2016 to June 2017.  
MMS A. Murchie, T. Blum**

**CARRIED**

**SEP16-EC-09 That the OFHSA Executive Committee accept A. Davey as *Bulletin* Editor.  
MMS A. Murchie, T. Blum**

**CARRIED****Summary of Action Items**

- S. Binns will connect with Tammy (office support trainer) requesting that additional financial reports be generated through the Quick Books software.
- Follow up with 2016 Conference Treasurer, a report to be brought forward to the October meeting.
- A. Morell to explore the possibility of the January Board of Directors meeting to be held at the TVDSB Education Centre.
- PRO Grant – contract to be received and signed.
- Correspondence be draft to CHSF relaying concerns with the activities and effectiveness of the organization.
- That appropriate changes to OFHSA bylaws be considered related to membership and the term of membership with CHSF. These changes be brought to the OFHSA membership at the AGM.
- OFHSA will submit a nomination of T. Blum for CHSF Secretary.
- CHSF Membership Application and dues 2016-2017 – to be completed and submitted by S. Binns
- CHSF Designation of Member Representative Form – to be completed and submitted by S. Binns