



Ontario Federation of Home and School Associations  
**BOARD OF DIRECTORS MEETING**  
 Saturday, October 29<sup>th</sup>, 2016  
 10:00 a.m. – 4:00 p.m.

**HWDSB Education Centre**  
**20 Education Court, Hamilton ON**

**MINUTES**

Agenda  Timed Item 10:15 a.m. Facebook Live		Materials	Notes
1. Welcome	S. Binns	V	<b>Present:</b> Sandra Binns, President Arlene Morell, 2 <sup>nd</sup> Vice-President Teresa Blum, Past-President Angela Murchie, Leadership Workgroup Leader Bobbi Chaggar, Hamilton-Wentworth Council Representative (joined 11:26 a.m.) Karen Berlet, Member-At-Large Judith Callahan, Policy Workgroup Leader Robin Harvey, Membership/Communications Workgroup Leader Gene Myers, Awards Workgroup Leader Anna Davey, Bulletin Editor Sarah Thomson, TV Council Representative  <b>Joining us by Skype:</b> Michelle Ercolini, Governance Workgroup Leader (10:30 a.m.) Karen Robb, Finance Workgroup Leader (10:33 a.m.-Noon)  <b>Regrets:</b> Eugema Ings, 1 <sup>st</sup> Vice-President Corinne Wolsey, Centennial Workgroup Leader  <b>Guest:</b> Kathy Vens  Meeting called to order at 10:08 am.
Call to Order			
2. Approval of Agenda	S. Binns	V	<b>OCT16-BD-01 – That the agenda be approved as presented.</b> <b>MMS – A. Davey, G. Myers</b> <b>CARRIED</b>
3. Conflict of Interest	S. Binns	V	A. Morell explained the concept of “Conflict of Interest”.  No conflicts of interest declared at this time.
4. Approval of Minutes	S. Binns		
4.1 Board of Directors, June 18 <sup>th</sup> 2016		M	<b>OCT16-BD-02 – That the minutes of the June 18, 2016 Board of Directors meeting be approved.</b> <b>MMS – T. Blum, K. Berlet</b> <b>CARRIED</b>
4.2 Executive Committee September 13 <sup>th</sup> 2016		M	<b>OCT16-BD-03 – That the minutes of the September 13, 2016 Executive meeting be approved with corrections.</b>

			<b>MMS – A. Murchie, T. Blum</b> <b>CARRIED</b>
<p>5. Business Arising (BA)</p> <p>5.1 Task List 2016-2017</p> <p>5.2 Summary of Motions</p> <p>5.3 Bylaws-Southside</p> <p>5.4 Bylaws-Victoria</p> <p>5.5 Bylaws-Prince of Wales</p>		<p>M A list of the meeting business arising was circulated, it was noted that this captures a record and offers tracking of meeting matters for follow-up.</p> <p>M A list of each actionable motion will be compiled following the completion of minutes. Mutually both lists are to be reviewed at OFHSA meetings.</p> <p><b>OCT16-BD-04 To approve bylaws of the Southside Home and School Association as presented. (TVDSB)</b> <b>MMS – R. Harvey, S. Thomson</b> <b>CARRIED</b></p> <p><b>OCT16-BD-05 To approve bylaws of Victoria Public School Home and School Association as presented. (TVDSB)</b> <b>MMS – A. Morell, A. Davey</b> <b>CARRIED</b></p> <p><b>OCT16-BD-06 To approve bylaws of Prince of Wales Home and School Association as presented. (HWHSC)</b> <b>MMS – A. Morell, T. Blum</b> <b>CARRIED</b></p> <p><b>(Note: Added a mentor – for first two years – no past president available)</b></p>	
<p>6. Financial Report – Budget</p> <p>6.1 Financial Statements</p> <p>6.2 Endowment Fund</p>	S. Binns	<p>M</p> <p><b>OCT16-BD-07 - That the 2016-2017 OFHSA budget be accepted as presented.</b> <b>MMS – A. Murchie, J. Callahan</b> <b>CARRIED</b></p> <p>Discussion: In the budget process it was noted the Member-at-Large doesn't show as, or have a budget line assigned to, a workgroup. It was discussed that Member-at-Large expenses get approved and flow through the B of D budget line. Line 6290 – Council Operating Expenses line could exceed the amount paid out. It was shared when expenses exceed budget, additional amounts must be approved by B of D. It was noted the decrease in CHSF Conference budget line – this is attributed to the Ontario location for CHSF Conference 2016. Additional dialogue related to the budget line for printing. It is planned that savings will be realized through a reduction in the mailing, as Associations will have the option to receive OFHSA information electronically.</p> <p><b>OCT16-BD-08 – Motion to receive the Financial statement for information.</b> <b>MMS – A. Morell, A. Davey</b> <b>CARRIED</b></p> <p><b>OCT16-BD-09 – Motion to receive the update in the Endowment Fund for information</b> <b>MMS – A. Morell, K. Berlet</b> <b>CARRIED</b></p>	

6.3 Finance Workgroup	K. Robb		<b>OCT16-BD-10 Motion to receive report for information. Shown under finances, but is listed as working group. Need to look at reinvesting GIC</b> <b>MMS – T. Blum, A. Murchie</b> <b>CARRIED</b>
6.4 Treasurer's Report	A. Murchie		<b>OCT16-BD-11 – Motion to receive Treasurer's report. It was agreed that cheques must to be cashed by end of fiscal year.</b> <b>MMS – A. Murchie, G. Myers</b> <b>CARRIED</b> <b>Action Item:</b> Is there a policy related to stale-dated cheques? <b>Next steps:</b> Clear past two years' stale-dated cheques.
7. Outstanding Business			
7.1 Bank of Canada Recovery of Funds	M. Ercolini		Ongoing
7.2 Electronic Voting Tip Sheet – Draft	M. Ercolini / A. Morell		A. Morell provided a draft of the OFHSA Guidelines for Electronic Voting. It was agreed to adopt as guidelines for electronic voting, with one suggestion to include in paragraph #1 – Add Councils.
7.3 Cashless Schools Update June 2017	A. Murchie		<b>OCT16-BD-12 – Motion to accept report.</b> <b>MMS – A. Murchie, T. Blum</b> <b>CARRIED</b>
8. Conference 2017	A. Murchie / A. Morell	V	OFHSA Conference will remain as a standing agenda item.  A. Morell and A. Murchie presented a draft outline of the schedule for the 2017 conference. It was noted the final report from 2016 Conference has not been submitted. Feedback from the previous conference assists with moving forward with Conference planning. It was suggested that the workshops available would be two to three at most. The Vendors Café, and a Nibbles and Networking session would be held on the Friday evening.
8.1 PRO Grant		V	PRO Grant contract has been prepared and signed by OFHSA President; TVCHSA also was successful in receiving PRO funding.  <b>OCT16-BD-13 – Motion to recess for break – 11:15 am</b> <b>MMS – T. Blum, A. Murchie</b>  <b>OCT16-BD-14 – Motion to reconvene – 11:26 am</b> <b>MMS – T. Blum, A. Murchie</b>
9. Executive Reports			
9.1 Past-President 9.2 President 9.3 1 <sup>st</sup> Vice-President 9.4 2 <sup>nd</sup> Vice-President	T. Blum S. Binns E. Ings A. Morell	M M	<b>OCT16-BD-15 – Motion to receive reports 9.1 – 9.4</b> <b>MMS – B. Chaggar, A. Murchie</b> <b>CARRIED</b>
9.5 Council Reports 9.5.1 HW Council	A. Murchie / delegate		<b>OCT16-BD-16 – Motion to receive report</b> <b>MMS – A. Murchie, T. Blum</b> <b>CARRIED</b>

9.5.2 TV Council	S. Thomson / delegate		<p><b>OCT16-BD-17 – Motion to receive report MMS – A. Morell, G. Myers CARRIED</b></p> <p>Questions re: Community Use of Schools. A. Morell indicated clarification is required from TVDSB.  Questions re: OFHSA liability insurance as to specifics of what is covered. S. Thompson and R. Harvey to bring back suggestions to January board meeting.</p>
10. Workgroup Reports			
10.1 Awards	G. Myers	M	<p><b>OCT16-BD-18 – That the OFHSA Board of Directors approve the revised Awards Workgroup Terms of Reference as presented. MMS / G. Myers, A. Murchie CARRIED</b></p>
10.2 Bulletin	A. Davey	M	<p>A. Davey to present Terms of Reference for next meeting.  A. Davey will investigate publisher software updates prior to creating the next edition of the <i>OFHSA Bulletin</i>.</p>
10.3 Centennial	C. Wolsey		<p>No report</p>
10.4 Communications	R. Harvey	M	<p>Recommendation #1  <b>OCT16-BD-19 – That the Communications Workgroup Leader proofread the OFHSA Book of Annual Reports, before going to print. MMS – R. Harvey, A. Murchie CARRIED</b></p> <p>Recommendation #2  <b>OCT16-BD-20 – That OFHSA provides newly formed Home and School Associations with a current edition of the Communications Binder, in either hard copy, CD or USB format, at no charge to the Home and School Association. MMS – R. Harvey, A. Murchie CARRIED</b></p>
10.5 Conference	A. Morell / A. Murchie		<p>Recommendation #1  <b>OCT16-BD-21 – That the OFHSA Board of Directors accept the Conference Budget for 2016-2017 as presented. MMS – M. Ercolini, A. Murchie CARRIED</b></p> <p>Discussion took place of Raffle Table vs Silent Auction.</p>
10.6 Finance	K. Robb		<p>Actioned previously in meeting.</p>
10.7 Governance	M. Ercolini		<p>Recommendation #1  <b>OCT16-BD-22 – That the OFHSA Board of Directors approve the revised document Governance Term of Reference (TOR). MMS – A. Murchie, M. Ercolini CARRIED</b></p>
10.8 Leadership	A. Murchie		<p>Received report with no recommendations.</p>
10.9 Membership	R. Harvey		<p>Recommendation #1  <b>OCT16-BD-23 – That the OFHSA Board of Directors approve that the Membership Workgroup Leader be assigned as the lone association liaison for the 2016-2017 year.</b></p>

			<p><b>MMS – R. Harvey, T. Blum</b> <b>CARRIED</b></p> <p>Recommendation #2  <b>OCT16-BD-24 – That the OFHSA Board of Directors approve that the Membership Workgroup Leader creates a Dropbox folder in order to share OFHSA mailing documents directly with members.</b>  <b>MMS – R. Harvey, A. Morell</b> <b>CARRIED</b></p>
10.10 Policy	J. Callahan		<p><b>No written report</b> - J. Callahan has dialup at home, and incorrect contact information was provided. J. Callahan requires the binder from previous workgroup leader, also required is the password for OFHSA e-mail. R. Harvey offered to assist Judith prior to next meeting and A. Murchie offered the OFHSA USB.</p>
10.11 Strategic Plan	N/A		<p>No report – volunteer required for this position.</p> <p><b>OCT16-BD-25 – Motion to recess for lunch – 12:37 p.m.</b>  <b>MMS – T. Blum, J. Callahan</b></p> <p><b>OCT16-BD26 – Motion to reconvene – 1:25 p.m.</b>  <b>MMS – S. Binns, K. Berlet</b></p>
10.12 Member(s) at Large	K. Berlet		<p>Recommendation #1  <b>OCT16-BD-27 – That the OFHSA Board of Directors review the revisions to the Executive Contact information form and the Association membership summary form and that the updates be posted to the website and added to Dropbox.</b>  <b>MMS – K. Berlet, A. Morell</b> <b>CARRIED</b></p> <p>Recommendation #2  <b>OCT16-BD-28 – That the OFHSA Board of Directors approve the revised Volunteers Skills Portfolio.</b>  <b>MMS – K. Berlet, G. Myers</b> <b>CARRIED</b></p> <p>Recommendation #3  <b>OCT16-BD-29 –That the OFHSA Board of Directors approve the use of the digital version blank template Record of Accomplishments of the Volunteer Skills Portfolio.</b>  <b>MMS – K. Berlet, A. Murchie</b> <b>CARRIED</b></p> <p>Recommendation #4  <b>OCT16-BD-30 - That the OFHSA Board Of Directors approve the office have 25 colour copies of the new Volunteer Skills Portfolio printed, up to the cost of \$150.00.</b>  <b>MMS – K. Berlet, B. Chaggar</b> <b>CARRIED</b></p>
11. Representation to other			
11.1 EQAO	A. Lowe		No meeting held to date.
11.2 Partnership Table	S. Binns		A. Morell and S. Binns will attend a Ministry Forum scheduled for November 9 <sup>th</sup> and 10 <sup>th</sup> , the Well-being Strategy and GSN funding are listed as meeting topics.
11.3 Healthy Schools	A. Morell		No meeting held to date.

New Business			
12.1 Review of ToR Workgroup			It is the intention of this Board of Directors to review the Terms of Reference on an ongoing basis. Directors will review and bring forward any recommendations for change.
12.2 OFHSA Modernization			Modernization of the organization and move forward. The OFHSA will work within strategic plan. Looking to improve ways we communicate. A. Morell discussed potential efficiencies and how we will move to being proactive rather than reactive.  Suggested the minutes be in the column beside the agenda.
Adjournment			<b>OCT16-BD-31 – Motion to Adjourn at 2:06 pm</b> <b>MMS – A. Davey, T. Blum CARRIED</b>