



Ontario Federation of Home and School Associations
 BOARD OF DIRECTORS MEETING
 Saturday, June 24th, 2017 10 a.m. – 4:00 p.m.

Draft Minutes

Agenda	Reporting	Recommendation	Report or Verbal	Notes
<p>1. Call to Order</p> <p>Welcome and Introductions</p> <p>Notice of voice recording Timekeeper: A. Morell Speakers List: S. Binns Housekeeping</p>	E. Ings			<p>Call to order 10:01 a.m.</p> <p>Present: Thursday E. Ings, President S. Binns, Past-President A. Morell, 1st Vice-President G. Myers, 2nd Vice-President V. Coombs, HWCHSA Delegate S. Thomson, TVCHSA Delegate L. Gonzalez, Conference J. Reynolds, Policy A. Lowe, Virtually Yours A. Davey, Bulletin (phone 10:15 a.m.) R. Harvey, Parent Communications (10 a.m. – 12:31 p.m.) K. Berlet, Parent Resources T. Blum, Awards (phone) H. Maltby, Treasurer, (10:46 a.m. – 2.33 p.m.) A. Murchie, Executive Secretary</p>
<p>2. Approval of Agenda</p>	E. Ings			<p>JUN17-BD-01 – That the agenda be approved with additions. MMS – S. Binns, A. Morell CARRIED</p>
<p>3. Conflict of interest</p>				<p>A. Morell gave an overview of conflict of interest.</p> <p>10.7- S. Binns, A. Murchie, E. Ings</p>
<p>4. Approval of Minutes</p> <p>4.1 April 2017 Board of Directors</p> <p>4.2 April 2017 Executive Committee</p> <p>4.3 May 2017 Executive Committee</p>	E. Ings			<p>OFHSA Practice for approving minutes, all Board members are responsible for approving the minutes for Federation meetings. Question about creating document about Best practices. Will ensure addressed in Terms of Reference for board of directors</p> <p>JUN17-BD-02 – That the minutes of the April 2017 Board of Directors meeting be approved with corrections MMS – S. Binns, K. Berlet CARRIED</p> <p>JUN17-BD-03 – That the minutes of the April 2017 Executive Committee meeting be approved with corrections. MMS – S. Binns, V. Coombs CARRIED</p> <p>JUN17-BD-04 – That the minutes of the May 2017 Executive Committee meeting be approved with corrections. MMS – S. Binns, A. Morell</p>

			CARRIED
5. Business Arising 5.1 Cashless School's update 5.2 Go to Meeting information - Alex – timed item 11:00 a.m. 5.3 Media Literacy Week	A. Murchie E. Ings E. Ings		5.1 Cashless school report was provided in the meeting package. We are in the process of securing a new contract. 5.2 Alex from GoToMeeting provided a presentation information about services from GoToMeeting 5.3 Social media will provide the links and information provided to the federation from Media Literacy Week to Association
6. Financial Report 6.1 Financial Statements 6.2 Endowment Fund	A. Morell		Profit and Loss Budget vs Actual Endowment fund was not in the meeting package; viewed on screen and the next GIC is coming due in September.
JUN17-BD-05 – That the OFHSA Board of Directors approve a 30-minute break for lunch 11:45 a.m. MMS – A. Morell, J. Reynolds CARRIED			
JUN17-BD-06 – That the OFHSA Board of Directors reconvene at 12:20 p.m. MMS – G. Myers, J. Reynolds CARRIED			
6.3 Finance Workgroup			Explained the 'Duty of Care' and 'Duty of Loyalty' expectations of the Board of Directors. Board together reviewed the Expense Schedule and discussed updates to be brought forward for a recommendation. Finance WG- A. Morell (Leader), G. Myers, J. Reynolds & A. Lowe
7. Outstanding Business 7.1 PRO Grant- 2018 7.2 Task List 7.3 Strategic Plan 2017-18 7.4 AODA	A. Morell E. Ings		7.1 PRO Grant was submitted and saved at the office 7.2 Reviewed the Task List 7.3 Deferred from April meeting 7.4 Provided in the BofD team folder Dropbox. Board members are required to complete the webinar. To be sent again to the Board over the summer.
8. Conference 2017	A. Morell		R Recommendations and report were sent to the next year's Conference Planning Workgroup
9. Executive Reports - All verbal			
9.1 Past-President	S. Binns		Year-In-Review newly design edition finally completed
9.2 President	E. Ings		Finished doing e-news, has transitioned to A. Lowes. Conference edition has the most hits.
9.3 1 st Vice-President	A. Morell		
9.4 2 nd Vice-President	G. Myers		Attended a Rural Schools Meeting held by the Ministry of Education May 23rd

9.5 HW Council	V. Coombs		V	Wrap up Meeting for Council on June 27 th for members. Council had a meeting with HWDSB Director and Superintendent; looking forward to next year, working on a Board procedure for supporting principals. Held 2 Leadership Days in June. Two possible new associations.
9.6 Thames Valley Council	S. Thomson		V	Meeting with TVCHSA Executive, working on Strategic Planning for the Council
10. Workgroup Reports				
10.1 Awards & Succession Planning	T. Blum		V	Working on the updates with G. Myers to in September??
10.2 Bulletin	A. Davey		V	Making Bulletin Standards; received one item from Fanshawe; working on Sept. issue; working with A. Lowes, <i>Virtually Yours</i> .
10.3 Parent Communications	R. Harvey			
10.4 Conference	S. Thomson & L. Gonzalez	1	V	JUN17-BD-07 – Motion to approve the venue of Best Western Stoneridge Inn & Conference Centre in London for 2018 Conference. MMS – S. Thomson, S. Binns CARRIED
10.5 Education Advocacy & Policy	J. Reynolds		V	Reviewing older documents and working with Liaisons to work on next steps.
10.6 Finance / Treasurer	H. Maltby		V	Planning a day in the office the summer to look over the accounts and will work on recommendations for next fiscal.
10.7 Parent Resources	K. Berlet	7	R	<p>JUN17- BD-08 – That the OFHSA Board of Directors direct the Executive Committee to extend the appointed directors, R. Harvey, Parent Communications and K. Berlet, Parent Resources for the 2017-2018 term. MMS – K. Berlet, A. Morell CARRIED</p> <p>JUN17-BD-09 – That the OFHSA Board of Directors decide on the placement and format of a copyright tagline on OFHSA documentation (Copyright 20XX OFHSA, All Rights Reserved), for addition to the <i>Brand and Visual Identity Standards</i> document. MMS – K. Berlet, S. Binns CARRIED</p> <p>JUN17-BD-10 – That the OFHSA Board of Directors decide on a blue template title page design, content, placement and fonts for OFHSA resources for addition to the <i>Brand and Visual Identity Standards</i> document. MMS – K. Berlet, V. Coombs CARRIED</p> <p>10.7- Conflict of Interest declared S. Binns, A. Murchie, E. Ings 3:38 p.m. returned 3:52 p.m.</p> <p>Due to the transition of the new OFHSA Executive Secretary, new office computers and website and the amount of updates needed to</p>

			<p>resources, it was recommended that some additional summer hours are needed to get rid of the backlog before the Sept. busy start begins.</p> <p>JUN17-BD-11 – That the OFHSA Board of Managers initiate a plan for additional working hours for the OFHSA Executive Secretary during the months of July and August 2017. MMS – K. Berlet, A. Morell CARRIED</p> <p>JUN17-BD-12 – That the OFHSA Board of Directors approve the removal of the appendices from the Federation Bylaws (Past-Presidents, Federation Life Members, and Honourary Life Members) and use these listings separately, in a document to be developed with Federation historical information. MMS – K. Berlet, A. Lowe CARRIED</p> <p>Jun17-BD-13 – That the OFHSA President add some time to the October 2017 Board of Directors meeting agenda to do a full review of the bylaw amendments needed for the 2018 Annual Meeting to remove the Regional Bylaws and all references to Regions (due to end of dormancy period) and to review corrections/updates to bylaws throughout all levels of OFHSA. MMS – K. Berlet, G. Myers CARRIED</p> <p>JUN17-BD-14 – That the OFHSA President add some time to the October 2017 Board of Directors meeting agenda to review the Membership Fees at all levels of OFHSA for the 2018 OFHSA Annual Meeting and include a Member-at-Large Fee at the Federation Board of Directors level on the Notice of Motion re Membership Fees (refer to Federation Bylaw, Article IV, Membership, 1 vi) MMS – K. Berlet, A. Lowe CARRIED</p>
10.8	Leadership & Membership	V. Coombs	Working on Cashless Schools and planning up coming Leadership Days
10.9	Strategic Plan	Board of Managers	Strategic Plan was included in the meeting package
10.10	Virtually Yours	A. Lowe	Working on a new format for <i>Virtually Yours</i> with E. Ings. Will get input from Bulletin Editor as well since they coincide. Will be sent out by e-mail to the Board for feedback.
10.11	Executive Secretary	A. Murchie	Evaluation to come in July, working on Job Description
<p>JUN17-BD-15 – That the Board of Directors meeting be extended to 4:30 p.m. MMS – G. Myers, J. Reynolds CARRIED (3:55 p.m.)</p>			

JUN17-BD-16 – That the Board of Directors meeting be extended 10 minutes.

MMS – J. Reynolds, G. Myers

CARRIED (4:29 p.m.)

11. Representation to Others 11.1 EQAO 11.2 Partnership Table 11.3 Healthy Schools 11.4 Canadian H&S Federation	A. Lowe E. Ings A. Morell A. Morell			11.1 No meetings scheduled 11.2 No meetings scheduled 11.3 No meetings scheduled 11.4 CHSF met in May, they approved a strategic plan, new website format and 2017-18 budget. They have also been working on an Advocacy letter for Child Protection Act.
12. New Business 12.1 Charitable Review for Quebec	E. Ings			Quebec FHSA e-mailed the OFHSA President e-mail and asked if OFHSA has ever gone through a charitable review. No current directors have been at the table when or if a review has happened
13. Correspondence 13.1 People for Education 13.2 Cdn Education Assc'n 13.3 OAPCE 13.4 EQAO				No discussion
Adjournment				JUN17-BD-17 – That the Board of Directors meeting be adjourned. MMS – V. Coombs, L. Gonzalez CARRIED Time: 4.32 p.m.