



Ontario Federation of Home and School Associations  
**BOARD OF DIRECTORS MEETING**  
 Thursday, April 27<sup>th</sup>, 2017 1 p.m. – 5:00 p.m.  
 Con't. April 28<sup>th</sup>, 2017 9 a.m. - 12 p.m.

**Draft Minutes**

Agenda		Materials	Recommendation	Notes
<b>1. Call to Order</b> Welcome and Introductions Notice of voice recording the meeting  appointing a time keeper	S. Binns  Name: K. Berlet			Time: 1:08 p.m.  <b>Present: Thursday</b> S. Binns, President T. Blum, Past-President E. Ings, Vice-President -arrival 2:28 p.m. Thursday A. Morell, 2nd Vice-President -arrival 1:30 p.m. – 1:52 p.m. Thursday V. Coombs, HWCHSA Delegate S. Thomson, TVCHSA Delegate (phone) A. Davey, Bulletin C. Wolsey, Centennial- arrival 1:30 p.m. Thursday R. Harvey, Membership & Communications K. Berlet, Member-at-Large G. Myers, Awards
<b>2. Approval of Agenda</b>	S. Binns			<b>APR-17-BD-01 – That the agenda be approved with additions</b> <b>MMS – A. Davey, R. Harvey</b> <b>CARRIED</b>
<b>3. Conflict of interest</b>	S. Binns			None declared
<b>4. Approval of Minutes</b> 4.1 January 2017 Board of Directors 4.2 January 2017 Special Meeting 4.3 March 2017 Executive Committee	S. Binns	M M M		<b>APR17-BD-02– That the minutes of the January, 2017 Board of Directors meeting be approved.</b> <b>MMS – T. Blum, V. Coombs</b> <b>CARRIED</b>  <b>APR17-BD-03– That the minutes of the January, 2017 Board of Directors Special meeting be approved.</b> <b>MMS – T. Blum, G. Myers</b> <b>CARRIED</b>  <b>APR17-BD-04– That the minutes of the March, 2017 Executive Committee meeting be approved.</b> <b>MMS – T. Blum, V. Coombs</b>
<b>5. Business Arising</b> 5.1 Nominations		M		Nominations Report  The 1 <sup>st</sup> executive vice-president <b>E. Ings</b> shall automatically succeed to the office of the president when the incumbent president, having completed two consecutive terms, is

<p>5.1.1 Elections</p>			<p>not eligible to serve again</p> <p>One nomination accepted for 1<sup>st</sup> Executive Vice-President Arlene Morell is acclaimed</p> <p>Three people were nominated for the position of 2<sup>nd</sup> Executive Vice-President; all three candidates accepted the nomination,</p> <p>The vote by secret ballot was then taken</p> <p><b>APR17-BD-05 That the OFHSA Board of Directors elect Gene Myers as 2nd Vice-President for the 2017-2018 term. MMS -T. Blum, R. Harvey CARRIED</b></p> <p><b>APR17-BD-06 That the OFHSA Board of Directors approve the destruction of the ballots. MMS - T. Blum, A. Morell CARRIED</b></p>
<p>5.2 Workgroups for 2017-18</p> <p>5.2.1 updated TOR doc</p> <p>5.2.2 Workgroup plan</p> <p>5.2.3 list of possible WG's</p>		<p>M</p> <p>M</p> <p>M</p>	<p>5.2.1 – see <b>10. Workgroup Reports</b></p> <p>5.2.2 Workgroup plan was discussed and will be emailed out the incoming Board of Directors</p> <p><b>5.2.3 APR17-BD-07-That the OFHSA Board of Directors approve the following Workgroups for the 2017-18 year: MMS - A. Davey, V. Coombs CARRIED</b></p> <p><b>Awards Conference Planning OFHSA Bulletin Leadership and Membership Strategic Planning Parent Communications Parent Resources Virtually Yours Policy and Advocacy Treasurer Finance</b></p> <p>List of interested Workgroup applicants will be reviewed by the Executive Committee.</p>
<p>5.3 Appointing Director duties during Annual Meeting</p>			<p>5.3 Timekeeper(s), Year-in-Review, PWG review, fees motions, scavenger hunt, Workshop parking lot Hospitality suite</p>

<b>6. Financial Report</b> 6.1 Financial Statements 6.2 Endowment Fund 6.3 Finance Workgroup 6.4 Treasurer Report	S. Binns	M M M	Financials and Endowment Fund Summary were accepted as presented.
<b>APR17-BD-08– That the OFHSA Board of Directors approve a Lunch break at 1:52 p.m.</b> <b>MMS – V. Coombs, A. Morell</b> <b>CARRIED</b>  <b>APR17-BD-09– That the OFHSA Board of Directors reconvene at 2:28 p.m.</b> <b>MMS – K. Berlet, C. Wolsey</b> <b>CARRIED</b>			
<b>7. Outstanding Business</b> 7.1 PRO Grant- 2018 7.2 Task List		M	<b>APR17-BD-10-That the OFHSA Board of Directors approve A. Morell and the OFHSA Office to submit the PRO Grant for 2018</b> <b>MMS - T. Blum, E. Ings</b> <b>CARRIED</b> <b>Pro Grant is Due May 25th</b>
<b>8. Conference 2017</b>	A. Morell		See 12.1
<b>9. Executive Reports</b> <b>REMINDER OF ANNUAL REPORTS DUE MAY 15TH</b>			
9.1 Past-President	T. Blum		
9.2 President	S. Binns	M	
9.3 1 <sup>st</sup> Vice-President	E. Ings		
9.4 2 <sup>nd</sup> Vice-President	A. Morell	M	
9.5 HW Council	V. Coombs		
9.6 Thames Valley Council	S. Thomson	M	<b>APR17-BD-11– That the Board of Directors recess at 3:20 p.m. until 9 a.m. Friday April 28<sup>th</sup>, 2017.</b> <b>MMS – S. Thomson, E. Ings</b> <b>CARRIED</b>
<b>Reconvened Friday 9:01 a.m.</b> <b>Present: Friday</b>  S. Binns, President T. Blum, Past-President E. Ings, Vice-President (phone 9 a.m. – 9:30 a.m.) A. Morell, 2nd Vice-President V. Coombs, HWCHSA Delegate S. Thomson, TVCHSA Delegate (phone) A. Davey, Bulletin C. Wolsey, Centennial R. Harvey, Membership & Communications K. Berlet, Member-at-Large A. Lowe 9 a.m. - 12 p.m. G. Myers, Awards			
<b>10. Workgroup Reports</b>			Parent Engagement focus
			<b>Current OFHSA Terms of Reference document was reviewed by the Board of Director’s; edits were suggested and revisions will come back to the Board of Directors for approval.</b>

10.1 Awards	G. Myers	M	3	<p><b>APR17-BD-12– That the OFHSA Board of Directors approves the changes to the Citizenship Award application. MMS – G. Myers, T. Blum CARRIED</b></p> <p><b>APR17-BD-13– That the OFHSA Board of Directors adopts a new “Media Release” template developed by the Awards Workgroup to send to award winning Associations. MMS – G. Myers, A. Davey CARRIED</b></p> <p><b>APR17-BD-14– That the Board of Directors with the Awards Workgroup, develop an “online” version of the OFHSA Award applications to be used through email for submitting Awards applications, to be ready for September 2017. MMS – G. Myers, T. Blum CARRIED</b></p>
10.2 Bulletin	A. Davey	M		Terms of Reference revisions were not presented
10.3 Centennial	C. Wolsey	M	3	<p>2 motions were not tabled</p> <p><b>APR17-BD-15– That the OFHSA Board of Directors consider nominating Brian Peat for the June Callwood Award. MMS – C. Wolsey, T. Blum CARRIED</b></p>
10.4 Communications	R. Harvey	M	2	<p>Terms of Reference added to 5.2.1</p> <p><b>APR17-BD-16– That the OFHSA Board of Directors remove M. Ercolini as administrator to OFHSA Facebook page. MMS – R. Harvey, A. Morell CARRIED</b></p> <p><b>APR17-BD-17– That the OFHSA Board of Directors approve A. Davey as administrator to all OFHSA social media accounts, including Facebook page, Twitter and Instagram. MMS –R. Harvey, T. Blum CARRIED</b></p> <p><b>APR17-BD-18– That the OFHSA Board of Directors approve that the Parent Communications Workgroup shares Tools for the H&amp;S Executive and OFHSA Procedure Guides – both from the H&amp;S Communications Binder – through Google Group and Dropbox folder for members. MMS – R. Harvey, T. Blum CARRIED</b></p>

10.5 Conference	A. Morell			See 12.1
<b>APR17-BD-19– That the OFHSA Board of Directors approve a 10-minute break at 11:17 a.m. MMS – T. Blum, G. Myers CARRIED</b>				
10.6 Education Advocacy				
10.7 Finance / Treasurer	Board of Managers	M		
<b>APR17-BD-20– That the OFHSA Board of Directors approve a Lunch break at 12 p.m. MMS – A. Lowe, A. Morell CARRIED</b>				
<b>APR17-BD-21– That the OFHSA Board of Directors reconvene at 12:20 p.m. MMS – A. Morell, C. Wolsey CARRIED</b>				
10.8 Governance				
10.9 Leadership	A. Morell			
10.10 Membership	R. Harvey	M	2	<b>APR17-BD-22– That all Alumni members are sent OFHSA membership cards when they pay annual membership fees. MMS – R. Harvey, T. Blum CARRIED</b>  <b>APR17-BD-23– That OFHSA offers all Federation Past Presidents the option of receiving selected mailings and/or information from the office electronically or by print. MMS – R. Harvey, A. Davey CARRIED</b>
10.11 Policy	E. Ings			
10.12 Strategic Plan 10.12.1 update for 2017-18	Board of Managers	M		Deferred to June meeting
10.13 Member(s)-at-Large	K. Berlet			Terms of Reference for new Parent Resources Workgroup added to 5.2.1
10.14 Executive Secretary	A. Murchie	M		
<b>11. Representation to Others</b>				
11.1 EQAO	A. Lowe			EQAO has not had a meeting
11.2 Partnership Table	S. Binns			S. Binns has had email communications with Ruth Sliver about Well Being from our organizations perspective. Sandra spoke with Josie Fung about GroundswellProjects.org
11.3 Healthy Schools	A. Morell			Healthy Schools met last week of March; will have DPA and Physical Literacy changes; yearlong roll out beginning September 2017
11.4 Canadian H&S Federation	A. Morell			CHSF Annual Meeting taking place in Fredericton NB in May

<p><b>12. New Business</b> 12.1 Letter of Conference Intent 2018</p> <p>12.2 Critical financial controls</p> <p>12.3 CRA information</p>		M	<p><b>APR17-BD-24– That the Board of Directors approve the letter of intent for 2018 Conference from TVCHSA</b> <b>MMS – A. Morell, K. Berlet</b> <b>CARRIED</b></p> <p><b>APR17-BD-25– That the Board of Directors approve a \$1000 advance for the Conference Committee 2018</b> <b>MMS – A. Davey, C. Wolsey</b> <b>CARRIED</b></p> <p>A. Murchie participated in a webinar and added the slides to Dropbox for the BofD team folder.</p> <p>A. Murchie collected Updated CRA information for the next years charity requirements</p>
<p><b>13. Correspondence</b> 13.1 People for Education 13.2 Cdn Education Assc'n 13.3 OAPCE</p>		M	<p>Correspondence Deferred to June</p> <p><b>APR17-BD-26– That the Board of Directors approve archiving of “What’s the Difference”</b> <b>MMS – A. Morell, K. Berlet</b> <b>CARRIED</b></p>
<p><b>14. Adjournment</b></p>			<p><b>APR17-BD-27 - That the Board of Directors meeting be adjourned.</b> <b>MMS – A. Morell, A. Davey</b> <b>CARRIED</b> <b>Time:1:20 p.m.</b></p>