



Ontario Federation of Home and School Associations
Board of Directors MEETING
January 28, 2017
10:00 a.m. – 4:00 p.m.

Minutes

Agenda		Materials	Information	Discussion	Notes
1. Call to Order Welcome and Introductions appointing a time keeper	S. Binns	V			Meeting called to order at 10:30 a.m. Present: S. Binns, President T. Blum, Past-President E. Ings, Vice-President – by phone A. Morell, 2nd Vice-President & Time Keeper V. Coombs, HWCHSA Delegate L. Gonzales, TVCHSA Delegate (left meeting at 11:46 p.m.) A. Davey, Bulletin C. Wolsey, Centennial R. Harvey, Membership & Communications K. Berlet, Member-at-Large M. Ercolini, Governance (called in 10:26 a.m. – 11:46 a.m.)
2. Approval of Agenda w/ additions	S. Binns	V			JAN17-BD-01 – That the agenda be approved with additions MMS – A. Morell, T. Blum CARRIED
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 <ul style="list-style-type: none"> • Oct 29th, B of D • Dec 3rd, Exec Comm 	S. Binns	M	M		JAN17-BD-02– That the minutes of the Oct 29th, 2016 Board of Directors meeting be approved. MMS – K. Berlet, V. Coombs CARRIED JAN17-BD-03 – That the minutes of the Dec 3rd, 2016 Executive Committee meeting be approved. MMS – T. Blum, E. Ings CARRIED
5. Business Arising 5.1 New Employee		M			Introduction to A. Murchie T. Blum & A. Morell explained the hiring process. Over 100 applicants for the position. Each was replied to and thanked for their interest. A spreadsheet was created listing the skills needed at the office and from the resume information a check was given to each applicant for each skill. Then names were hidden and the top 20

				applicants were sent a link to a questionnaire. From those answers and discussions, A. Murchie was offered the position. S. Binns, and E. Ings previously declared Conflicts of Interest and removed themselves from the hiring process.
6. Financial Report 6.1 Financial Statements 6.2 Endowment Fund 6.3 Finance Workgroup 6.4 2015-16 Draft financials	S. Binns	M M		Received the Financial statements for information. A balance sheet was added to the package for Board of Directors to review. K. Robb's report was passed around to read and S. Binns informed the Board of K. Robb's resignation Draft financials – 3 corrections were made. JAN17-BD-04 – That the OFHSA Board of Directors forwards the OFHSA 2015-2016 Draft Financials to the membership. MMS – A. Morell, T. Blum CARRIED
7. Outstanding Business 7.1 Task List		M		To be updated and e-mailed out to the Board
8. Conference 2017	A. Morell	M V		Update was given by A. Morell and Board of Directors was invited to a Conference meeting happening at the end of the day. Any directors leading workshops, please forward a list of needed resources to the office.
9. Executive Reports				
9.1 Past-President	T. Blum			
9.2 President	S. Binns	M		Meeting with Minister of Ed - March 22nd
9.3 1 st Vice-President	E. Ings	M		
9.4 2 nd Vice-President	A. Morell	M		Thanks given to S. Binns for her dedication to keep the office running without an Executive Secretary. There will be some additional office hours needed to bring things up to speed. Directors asked to cc T. Blum and A. Morell for any task requests sent to the office. JAN17-BD-05 – That the OFHSA Board of Directors approves OFHSA workgroups have a parent engagement focus, and this be specified through the Terms of Reference for All Federation Workgroups, Section 6 - Revision Process. MMS – C. Wolsey, T. Blum CARRIED JAN17-BD-06 – That the OFHSA Board of Directors approve each Workgroup Leader develop and submit a strategy within their terms of reference to further parent engagement outcomes. MMS – A. Morell, R. Harvey

				<p>CARRIED</p> <p>JAN17-BD-07– That the OFHSA Board of Directors approve the OFHSA Executive Committee rename some of the workgroups to better reflect a parent engagement focus. MMS – A. Morell, A. Davey CARRIED</p> <p>JAN17-BD-08 – That the OFHSA Board of Directors approve the Communications Workgroup Leader redevelop the OFHSA “Improving your Child’s Study Habits” in consultation with the Executive Committee. MMS – A. Morell, T. Blum CARRIED</p> <p>JAN17-BD-09 – That the OFHSA Board of Directors redevelop the OFHSA Guidelines for H&S – add a parent engagement focus. MMS – A. Morell, V. Coombs CARRIED</p> <p>JAN17-BD-10 – That the OFHSA Board of Directors create a strategy to promote April Parent Engagement Month. MMS – A. Morell, V. Coombs CARRIED</p> <p>JAN17-BD-11 – That the OFHSA Board of Directors revisit the OFHSA Strategic Plan objectives, that the objectives are increased to add a parent engagement objective. MMS – A. Morell, V. Coombs CARRIED</p> <p>JAN17-BD-12 – That the OFHSA Board of Directors directs the OFHSA President to include in the Book of Annual Reports, include a focus regarding how OFHSA furthers parent engagement. MMS – A. Morell, R. Harvey CARRIED</p> <p>JAN17-BD-13 – That the OFHSA Board of Directors direct the OFHSA Bulletin MUST have ONE article about parent engagement each issue. MMS – A. Morell, A. Davey CARRIED</p> <p>JAN17-BD-14 – That the OFHSA Board of Directors approve the OFHSA office phone be referred to the “parent support line”. MMS – A. Morell, R. Harvey CARRIED</p>
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9.5 HW Council	V. Coombs				
9.6 Thames Valley Council	S. Thomson				(Laura Gonzales - delegate for this meeting)
10. Workgroup Reports					
10.1 Awards	G. Myers				
10.2 Bulletin	A. Davey				
10.3 Centennial	C. Wolsey	M			<p>JAN17-BD-18 – That the OFHSA Board of Directors approves the Centennial Workgroup to explore award nominations on behalf of OFHSA. MMS – C. Wolsey, V. Coombs CARRIED</p>
10.4 Communications	R. Harvey	M			
10.5 Conference -see item 8	A. Morell	M			
10.6 Education Advocacy					
10.7 Finance	K. Robb				
10.8 Governance	M. Ercolini				
10.9 Leadership	A. Morell	M			
10.10 Membership	R. Harvey				
10.11 Policy	See E. Ings				
10.12 Strategic Plan					

10.13 Member(s)-at-Large	K. Berlet	M			JAN17-BD-19 – That the OFHSA Board of Directors approves bringing forth proposed bylaw amendments re length of terms of office for Association, Council, Region and Federation to the OFHSA Annual Meeting in April 2017 by the Policy Workgroup. MMS – K. Berlet, A. Morell CARRIED
10.14 Executive Secretary	A. Murchie	M			JAN17-BD-20– That the OFHSA Board of Directors approve the donation of OFHSA’s obsolete computers to 2 members. MMS – A. Morell, T. Blum CARRIED
11. Representation to Others					
11.1 EQAO	A. Lowe	N			no update
11.2 Partnership Table	S. Binns	N			S. Binns will be meeting with the Phelps Group, 3 questions will be sent forward
11.3 Healthy Schools	A. Morell	N			no update
12. New Business					
12.1 Loss of Workgroup Leaders					Currently 4 empty workgroup leader seats, 2 names coming forward
12.2 Letter regarding Past-Presidents		M			Letter was received by the office about finding a way of celebrating Federation Past-Presidents. There was discussion around the table and it will be added to the task list.
12.3 Membership Fees					JAN17-BD-21 – That the OFHSA Board of Directors recommend to the membership that all membership fees remain the same for 2017-2018. MMS – V. Coombs, R. Harvey CARRIED
12.4 Bulletin					JAN17-BD-22 – That the OFHSA Board of Directors change the office procedure of mailing 10 print copies of <i>the OFHSA Bulletin</i> to Associations and reduce the number to a maximum of three. MMS – A. Morell, K. Berlet CARRIED
13. Adjournment					JAN17-BD-23 – Motion to adjourn – 12:56 p.m. MMS – S. Binns, A. Davey CARRIED