**OCASA Board of Directors Meeting**

**Wednesday, August 17, 2016 10:30 am – 12:00 pm**

**Teleconference**

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|  | **Name** | **Region/College** | **Term** |
|  | Krista PearsonPresident | East, Algonquin | 2012 | 2017 |
|  | David BelfordPast President | West, Fanshawe | 2011 | 2017 |
|  | Alanna McDonellVice President | East, Algonquin | 2011 | 2017 |
|  | Greg MurphyTreasurer | East, Durham | 2012 | 2017 |
|  | Janine Foster Secretary | East, St. Lawrence | 2013 | 2017 |
|  | Riley Burton, | North, Confederation | 2011 | 2017 |
|  | Mary Lou McLean | East, Fleming | 2015 | 2018 |
|  | Barb Watts | Central, Georgian | 2015 | 2018 |
|  | Charline Smith  | North, Cambrian | 2016 | 2019 |
|  | ***Regrets*** |
|  | Shemeena Shraya | Central, George Brown | 2014 | 2017 |
|  | James Humphreys(interim)\* | Central, Sheridan | 2016 | 2017 |
|  | ***Resource*** |
|  | Diane Posterski | Executive Director, OCASA |
| \* Interim appointment to be confirmed for full term at 2017 AGM |

**MEETING MINUTES**

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| Agenda Item # | OCASA Board Agenda  |
|  | **Call to order & Welcome** Chair: Alanna McDonell assumed the chair until Krista was able to join the meeting. Charline Smith from Cambrian was welcomed to her first meeting as a board member. Charline introduced herself noting her history at Cambrian and her current role as Manager, Strategic Initiatives.  |
|  | Approval of the Agenda Moved: Barb WattsSeconded: Greg MurphyCarried |
|  | **Approval of the Meeting Minutes of June 26, 2016** Motion to approve the minutes, with two amendments to correct spelling:Moved: Mary Lou McLeanSeconded: Greg MurphyCarried |
|  | **Appointment of interim Board member(s)**According to the OCASA bylaws the Board may appoint interim Board members, and then at the next AGM, they can be elected by the general membership. James Humphreys has volunteered to be on the Board, following the AGM. Diane Posterski has met with him for a brief orientation before James’ final confirmation. One vacancy will remain on the Board following this appointment. Motion to appoint James Humphreys to the OCASA Board of Directors (interim appointment until the 2017 AGM):Moved: Alanna McDonellSeconded: Greg MurphyCarried. |
|  | **Motions tabled from June (Appendix 1)*** Appointment of Delegate to the Pension Corporation

After some discussion, it was agreed that the resolution should be a policy directive, whereby the incumbent President will always assume the “member” appointment to the OCASA Pension Corporation. Resolution: Be it resolved that from this point on, the OCASA President will assume the role of delegate and member to the OCASA Pension Corporation.Moved: Charline SmithSeconded: Barb WattsCarried* Appointment of officers

Resolution: Resolved that the following be and they are hereby appointed officers of the Corporation to hold such offices at the pleasure of the Board, to perform such duties as are prescribed by the bylaws of the Corporation and to perform such duties as many from time to time be required of them:President: Krista PearsonVice President: Alanna McDonellSecretary: Janine FosterTreasurer: Greg Murphy*Past President: David Belford*Moved: Greg MurphySeconded: Alanna McDonellCarried |
|  | **Membership Development (Appendix 2)**Diane reviewed the overview from the college reps/membership meeting (June 26) and suggested questions at the top for the Board’s consideration. After a robust discussion the following was confirmed: * Priority should be give to 1. Repositioning; and the to 3. Tools for new member retention (noting that #2 Building Awareness would more naturally fall as a tactic under #3)
* Under, “Repositioning”, there was general endorsement if the slogan, “Learning & Leading Together”, as well as a common name change to “College Administrators Network”. It was also agreed that these shifts would still be aligned with the Strategic Plan. While it was noted that “networking” is highly valued by members, there was some concern about whether the term “network” best articulates what OCASA is and the value it brings to members.

Action: The term ‘Network” will be reviewed, and a general transition plan developed, with associated costs determined, to move in this direction. Volunteers to work on this: Janine, Alanna, Greg and Charline. * Tools for new member retention: It was agreed that college reps/ambassadors need tools to communicate the value of OCASA. It was also noted that 4. The local network might be an extension, in terms of providing a tool kit for this portion as well.

Action: Diane will work with a few volunteers to further develop this. Barb offered assistance, noting Sara Tuck (Georgian college rep) as a possibility as well. * In a discussion about the local network and the idea of reframing the ASA model, it was suggested that we need to understand more about the relationships of existing ASAs. It was also noted that OCASA could actively provide more support, such as event invitation and registration to local groups. More work needs to be done on this and it will be revisited once other priorities have been met.
* Seasoned Members Engagement: It was agreed that this is more about retention than recruitment. The idea of “administrator in residence” was discussed with some enthusiasm. We might consider piloting it for the conference, and then expand. We might also consider having people who create clusters around expertise areas.

There was some endorsement of this idea noting that it supports colleges’ concern for succession planning and could provide a safe place for people seeking guidance. As part of this discussion, we also considered the challenge of recruiting new members, where none/few exist. Do we need to consider alternate models of engagement besides membership, particularly around the conference (e.g. subscription to services)? No actions determined at this time.  |
|  | **Conference Report (Appendix 3)**Reviewing very positive responses to the conference, expressions of gratitude were made to the planning team. It was also agreed that this feedback should be incorporated into the tool kit for recruitment. The planning will begin for the next conference shortly.  |
|  | **On-line learning survey (Appendix 4)**Interim results: Diane just made a few comments: indications are in favour of a certification program, with 5 or 6 courses, preferably at the $295/course mark. Diane agreed to forward final results to the Board by email once tabulated.   |
|  | **Adjournment** **The meeting was adjourned at 12:00 pm.**Motion to adjourn: Moved: Alanna McDonellSeconded: Riley |