**OCASA Board of Directors Meeting**

**Sunday, June 25, 2017**

**Kingbridge Conference Centre, King City**

**2:00 pm**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Region/College** | **Term** | |
|  | Krista Pearson  President | East, Algonquin | 2012 | 2017 |
|  | David Belford  Past President | West, Fanshawe | 2011 | 2017 |
|  | Alanna McDonell  Vice President | East, Algonquin | 2011 | 2017 |
|  | Greg Murphy  Treasurer | East, Durham | 2012 | 2017 |
|  | Riley Burton | North, Confederation | 2013 | 2017 |
|  | Shemeena Shraya | Central, George Brown | 2014 | 2017 |
|  | Mary Lou McLean | East, Fleming | 2015 | 2018 |
|  | Barb Watts | Central, Georgian | 2015 | 2018 |
|  | Charline Smith | North, Cambrian | 2016 | 2019 |
|  | James Humphreys  (interim)\* | West, Conestoga | 2016 | 2017 |
|  | Vacant |  |  |  |
|  | ***Resource*** | | | |
|  | Diane Posterski | Executive Director, OCASA | | |
|  | ***Regrets*** | | | |
| 12. | Janine Foster  Secretary | East, St. Lawrence | 2011 | 2017 |
| \* Interim appointment to be confirmed for full term at 2017 AGM | | | | |

**Draft Meeting Minutes**

## OCASA Board of Directors Draft Meeting Minutes June 25, 2017

1. **Call to order & Welcome**

Chair: Krista Pearson called the meeting to order and everyone introduced themselves again, since this was the first in-person meeting for Charline and James.

## Approval of the Agenda Motion to approve the agenda. Moved: Greg Murphy Seconded: Barb Watts Carried

1. **Approval of the Meeting Minutes of October 28, 2016** and **December 9, 2016**

Motion to approve the Minutes of October 28, 2016 and December 9, 2016

Moved: Charline Smith  
Seconded Dave Belford  
Carried.

**The Meeting Notes from June 8, 2017 were received.**

1. **AMC transition (Appendix 1)**

Cindy Gareau, Senior Manager, Client Services, Zzeem, was introduced to the Board. There was significant discussion about the transition process to-date, in order to answer everyone’s questions and to better understand the relationship. It was agreed that for the AGM, we should reference “the office” and the “new staffing model”, rather than using the name Zzeem. Also, this move to the new office model would be “in support of moving the strategic plan forward” in order to remain member focussed in our communications.

Cindy Gareau also noted that Zzeem offers free webinars to its clients and board members, and that the OCASA board would also receive such invitations.

**Action: The office will forward to the Board a final copy of the contract between OCASA and Zzeem, and a link to their website.**

Motions: It was agreed to have a final motion on record at this meeting for the appointment of Zzeem:

Motion: That the Board of Directors confirm the appointment of Zzeem to provide office support services, and eventually executive services according to the negotiated and agreed upon contract.

Moved: Alann McDoneel  
Seconded: Greg Murphy  
Carried.

Motion: For ease of administration it will aid OCASA significantly to have a signatory onsite at Zzeem. Zzeem has adequate financial protocols in place to ensure no disbursements are made without OCASA approval.

Therefore, recognizing that a signature from an OCASA representative (currently Executive Director Diane Posterski or the Treasurer, and beginning in 2018, the Treasurer) must always accompany a signature from Zzeem, it was moved that: Zzeem’s appointee – Jonathan Roberts – be granted signing authority on behalf of OCASA, according to the following parameters, consistent with current practice:

* 1. any one signature to sign below $1,000 any two signatures to sign above $1,000. All disbursements (below $1,000) will first have approval from the Executive Director until Dec. 31, 2017, and thereafter, approval from the OCASA Treasurer.
  2. Based on the multiple signatories, Jonathan can receive a deposit view only bank card.
  3. based on these signing authorities in order to open an account Jonathan would not be able to act alone.

Moved: MaryLou McLean  
Seconded: Greg Murphy  
Carried

1. **President’s Report**
2. Leadership Proposal update (Provincial) – Krista Pearson provided an update on the Sector Leadership proposal that was generated by a CoP Task force, chaired by Brian Tamblyn, and on which OCASA sat (Krista Pearson, Diane Posterski). This was the result of an original proposal made by OCASA to CoP in 2016.

At a CoP meeting in March 2017, it was agreed that Colleges Ontario and the College Employer Council would make a further recommendation to start leadership training, based on the existing Ontario Colleges' Board of Governors' training, and using the HES and online learning. The submitted proposal was not endorsed. OCASA has been advised, and has since been consulted by CO and CEC about our involvement moving forward. Krista suggested that there is strong reason to be encouraged that OCASA can fill an important niche in this new model, and that further updates would be forthcoming.

1. Executive Director’s departure (date and announcement): it was confirmed, based on the last Board meeting, that Diane’s departure would not be announced until the Fall, precise date and message to be determined.

**This item will be on the next board agenda meeting.**

1. **Membership Report (Diane Posterski) (Appendix 2)**

Diane briefly referenced the Chart provided, noting membership by college, and that membership retention and recruitment would continue to be the priority, especially the complimentary memberships. She agreed to ensure that college ambassadors receive updates, and especially new members notifications.

1. **Financial Report (Greg Murphy) (Appendix 3)**
2. Year-to-date – The office provided a year-to-date summary, which will require further work, to ensure it reflects OCASA’s budget lines and needs for reporting. This is a work in progress. There were a few questions about specific lines of interest. It was also noted that at this point in the year, few conclusions can be drawn apart from meeting membership targets, and keeping expenses inline.   
   Motion: That the Treasurer’s report be received.

Moved: Greg Murphy  
Seconded: Alanna McDonell  
Carried.

1. Audit 2016 – Greg highlighted the 2016 audit, noting Total revenues of $250,252 and total expenses of $237,763 for a surplus of $12,489.

Opening surplus for 2016: $31,099

Closing surplus for 2016: $43,588

Budgeted deficit of $9,342 for 2016.

It was noted that there was a wide variance to the budget (a surplus was realized while a deficit expected), which would be further reviewed to better understand why.   
Motion: That the 2016 Audit be received and taken to AGM for final approval.

Moved: Greg Murphy  
Seconded: James Humphreys  
Carried

1. **Online/Certification update (Shemeena Shraya)**Shemeena referenced a one-page summary of the program, to be distributed at the conference. She highlighted the work remaining to finalize two more courses this year, the need for another volunteer or two on the working group and thanks for the work of Courtney Trott to date. Questions were raised about past participants who have already completed courses – will past credit be accepted towards this certificate? And when would they be notified?

Diane agreed that all communications could be completed by the end of July, informing past participants that all credit would be forwarded to this new program.

1. **Leaders & Innovators Conference update (Diane Posterski) (Appendix 4)**

There was no discussion.

1. **Strategic Plan (Diane Posterski) (Appendix 5)**
2. Post CoP Discussions – Next steps for Board
3. Working groups to support Strategic Plan

Diane commented briefly on this, noting further actions would move forward to the next Board meeting.

1. **Board of Directors**
2. Vacancies: The Board was encouraged to have conversations with potential board members during the conference to encourage participation, as there existed three vacancies.
3. Officer appointments: It was agreed that the board would need to meet in August to confirm new appointments and to elect officers.
4. **Adjournment**

Moved: Alanna  
Seconded: Greg

MEETING OF THE DIRECTORS OF THE

**OCASA PENSION CORPORATION**

4:30 pm

Sunday, June 25, 2017

Kingbridge Conference Centre & Institute

**Draft Meeting Minutes**

**Chair: Krista Pearson**

1. Motion to approve the agenda  
   Moved: Barb Watts  
   Seconded: Riley Burton

Carried.

1. Motion to adopt the Meeting Minutes of June 26, 2016.   
   Moved: Mary Lou McLean  
   Seconded: Alanna McDonell  
   Carried.
2. Confirm/Amend officers & directors  
   As the Board of Directors follows those elected onto the OCASA board, there was no need to elect/confirm at this time.
3. Upcoming appointment – Board of Trustees  
   It was noted that Mike Seeger’s appointment to the CAAT Pension Board of Trustees ends September 22 following 6 years of service (two consecutive appointments). This position will be posted over the summer.
4. Report from the CAAT Pension Plan: Kevin Rorwick, CFO, CAAT Pension Plan   
   Kevin provided an update on the state of the plan, and other activity relating to expanding the plan.

Motion to receive the report:   
Moved: Barb Watts  
Seconded: Charline Smith

Carried.

1. Adjournment  
   Moved: James Humphreys  
   Seconded: Charline Smith

|  |  |
| --- | --- |
| Agenda Item # | OCASA Board of Directors Agenda June 26, 2017 ***Deferred to a later time*** |
|  | **Call to order & Welcome**  Chair: Krista Pearson |
|  | Appointment of officersBe it 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:This resolution will be signed by all board members and will be included in the Minutes book. Moved/Seconded: |
|  | **Motion to adjourn** |

**APPENDIX 1  
Agenda Item 4**

**4. AMC Transition:**

**Signature authorization:** For ease of administration it will aid OCASA significantly to have a signatory onsite at Zzeem. Zzeem has financial protocols in place to ensure no disbursements are made without OCASA approval. We need a motion to confirm the following:

That Zzeem’s appointee – Jonathan Roberts – be granted signing authority on behalf of OCASA, according to the following parameters, consistent with current practice:

* 1. any one signature to sign below $1,000 any two signatures to sign above $1,000. All disbursements (below $1,000) will first have approval from the Executive Director until Dec. 31, 2017, and thereafter, approval from the OCASA Treasurer.
  2. Based on the multiple signatories, Jonathan can receive a deposit view only bank card.
  3. based on these signing authorities in order to open an account Jonathan would not be able to act alone.

**Highlights of transition:**

* Zzeem stepped in during Diane’s illness to offer extra support and services.
* The transition has been slowed due to the extraordinary circumstances, but that pace is picking up with several phone consultations, and one in-person consultation June 9 at the Zzeem office in Toronto (Diane attended).
* There have been some process issues to resolve as both parties learn the practices of the other.
* A couple of concerns have been raised by Diane with appropriate response in a timely manner by Erin Roberts (Partner) and Cindy Gareau (Client Relations).
* The relationship is positive and focussed on best practice.

**APPENDIX 4  
Agenda Item 8**

**8.** **Leaders & Innovators Conference update**

Registrations (excluding staff):

* 65 Member Full Conference
* 7 Non-member Full Conference

**Total of 72 full registrations**

* 6 Monday Day Guests
* 4 Tuesday Day Guests

Notes:

* 20-25 attending the Chairs Leadership Stream.
* 2 plenary speakers
* 18 concurrent session facilitators (across 11 sessions)
* 18 colleges represented (not attending: Boréal, Humber, La Cité, St. Clair, Mohawk, Niagara)
* Sponsors: CMU (part of annual, $1000), OCAS (part of annual, $1000), Colleges Ontario ($1000), College Employer Council ($3000)
* No financials available yet.

**APPENDIX 5  
Agenda Item 9**

9. Strategic Plan – this is a discussion starter, with the goal that we will

Background:

1. The discussions with CoP were supported by this strategic plan. It does not appear that a new leadership concept will occur, but OCASA can still be a player with the right direction.
2. OCASA, however, is still in the same place of not having uniform support across the province, and there is no indication that that will change. This might be a good advocacy piece with Council (especially while Diane and Don are both present). A recommendation in the past was to consider an MOU between OCASA and the system (CoP?) that would provide minimum expectations, one of which allowing access to all new hires.
3. The focus from last years College Rep/Board meeting was on Membership, particularly around onboarding new members. The working group met in the fall and did significant work to generate a membership campaign. But next steps are needed to support membership retention, particularly onboarding and new hire conversions.
4. OCASA lacks volunteer resources. We might consider a few working groups to further the strategic plan, and under our objectives, each considering how to further OCASA’s objectives:

* Career Support – (e.g. Mentoring)
* Leadership Support (e.g. Online/Certificate, Professional Advocacy)
* Network Support (e.g. Chairs Network)
* Membership Development

1. We also need Board committees to keep the association in good legal and governance shape: Governance (Policy and Bylaw review); Audit

**Considerations for staff focus:**

* Volunteer development plan
* Working groups formation (terms/mandate/recruitment)
* Targeted College visitation over summer (e.g. Humber, St. Clair, Conestoga)