

### **Agenda**

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

Agenda Item #	OCASA Board of Directors Agenda June 25, 2017
1.	<b>Call to order &amp; Welcome</b> Chair: Krista Pearson
2.	<b>Approval of the Agenda</b> Motion to approve the agenda.
3.	<b>Approval of the Meeting Minutes of October 28, 2016 and December 9, 2016</b> Motion to approve the Minutes of October 28, 2016 and December 9, 2016 (Previously sent) <b>Receiving Meeting Notes from June 8, 2017</b>
4.	<b>AMC transition (Appendix 1)</b> <ul style="list-style-type: none"> <li>i. Motions: confirm appointment of Zzeem; Signature authorization</li> <li>ii. Introduce Cindy Gareau, Senior Manager, Client Relations, Zzeem</li> <li>iii. Highlights of the transition thus far and next steps</li> </ul>
5.	<b>President's Report</b> <ul style="list-style-type: none"> <li>i. Leadership Proposal update (Provincial)</li> <li>ii. Executive Director's departure (date and announcement)</li> </ul>
6.	<b>Membership Report (Diane Posterski) (Appendix 2)</b>
7.	<b>Financial Report (Greg Murphy) (Appendix 3)</b> <ul style="list-style-type: none"> <li>i. Year-to-date</li> <li>ii. Audit 2016 – Motion to approve and recommend Audit to AGM</li> </ul>
8.	<b>Online/Certification update (Shemeena Shraya)</b>
9.	<b>Leaders &amp; Innovators Conference update (Diane Posterski) (Appendix 4)</b>
10.	<b>Strategic Plan (Diane Posterski) (Appendix 5)</b> <ul style="list-style-type: none"> <li>i. Post CoP Discussions – Next steps for Board</li> <li>ii. Working groups to support Strategic Plan</li> </ul>
11.	<b>Board of Directors</b> <ul style="list-style-type: none"> <li>i. Vacancies</li> <li>ii. Officer appointments</li> <li>iii. Meetings for 2017/2018 – August meeting?</li> </ul>
12.	<b>Adjournment</b>

**MEETING OF THE DIRECTORS OF THE  
OCASA PENSION CORPORATION**

4:30 pm

Sunday, June 25, 2017

Kingbridge Conference Centre & Institute

**AGENDA**

**Chair: Krista Pearson**

1. Approval of the agenda
2. Adoption of the Meeting Minutes of June 26, 2016.
3. Confirm/Amend officers & directors
4. Upcoming appointment – Board of Trustees
5. Report from the CAAT Pension Plan: Kevin Rorwick, CFO, CAAT Pension Plan
6. Adjournment

Agenda Item #	OCASA Board of Directors Agenda June 26, 2017
1.	<b>Call to order &amp; Welcome</b> Chair: Krista Pearson
2.	<b>Appointment of officers</b> Be 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 Pearson Vice President: Alanna McDonell Secretary: Janine Foster Treasurer: This resolution will be signed by all board members and will be included in the Minutes book. Moved/Seconded:
3.	<b>Motion to adjourn</b>

**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:

- a. 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.
- b. Based on the multiple signatories, Jonathan can receive a deposit view only bank card.
- c. 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 2 - MEMBERSHIP

June 2017 STATS							
ASA Membership Compared to Other Colleges	TOTAL ADMIN 2014/15	OCASA	% MEMBERSHIP		TOTAL ADMIN 2015/16	OCASA	% MEMBERSHIP
ALGONQUIN	170	75	44%		176	75	43%
BORÉAL	75	3	4%		72	3	4%
CAMBRIAN	75	30	40%		79	29	37%
CANADORE	28	9	32%		29	8	28%
CENTENNIAL	150	39	26%		149	39	26%
CONESTOGA	133	5	4%		136	6	4%
CONFEDERATION	69	35	51%		59	34	58%
DURHAM	104	24	23%		114	22	19%
FANSHAWE	153	54	35%		156	53	34%
FLEMING	65	14	22%		66	18	27%
GEORGE BROWN	187	56	30%		194	57	29%
GEORGIAN	125	51	41%		129	51	40%
HUMBER	319	13	4%		342	9	3%
LA CITÉ	68	27	40%		69	24	35%
LAMBTON	39	22	56%		38	20	53%
LOYALIST	43	18	42%		36	16	44%
MOHAWK	148	28	19%		157	28	18%
NIAGARA	100	12	12%		115	14	12%
NORTHERN	31	11	35%		30	11	37%
ST. CLAIR	60	4	7%		59	4	7%
ST. LAWRENCE	77	36	47%		79	36	46%
SAULT	42	15	36%		43	15	35%
SENECA	202	46	23%		234	68	29%
SHERIDAN	251	23	9%		264	17	6%
<b>TOTALS</b>	<b>2714</b>	<b>650</b>	<b>24%</b>		<b>2825</b>	<b>657</b>	<b>23%</b>

## *APPENDIX 3 - FINANCIALS YTD*

### **Ontario College Administrative Staff Association**

Financial Statements  
For the period ended May 31, 2017

# Ontario College Administrative Staff Association

## Financial Statements Balance Sheet

ASSETS	<u>31-May-17</u>	<u>31-Dec-16</u>
Cash & Bank	58,572	32,483
Accounts Receivable	17,257	4,147
Prepaid Expenses & Deposits	<u>0</u>	<u>5,582</u>
	<u>17,257</u>	<u>9,728</u>
TOTAL CURRENT ASSETS	<u>75,828</u>	<u>42,211</u>
Accrued Receivable	156	11,031
Short Term Investments	<u>5,424</u>	<u>5,424</u>
	<u>5,424</u>	<u>5,424</u>
TOTAL ASSETS	<u>81,409</u>	<u>58,666</u>
LIABILITIES AND EQUITY	<u>31-May-17</u>	<u>31-Dec-16</u>
Accounts Payable	7,737	6,360
Accrued Liabilities	2,700	2,700
Deferred Revenue	2,250	1,750
Deferred Membership Revenue	2,437	2,437
Sales Taxes (GST/HST/QST)	(3,580)	-
Payroll liabilities	2,301	-
Statutory Deductions: Payables	(339)	1,831
TOTAL LIABILITIES	<u>13,506</u>	<u>15,079</u>
Retained Earnings	43,588	31,098
Current Earnings	<u>24,315</u>	<u>12,489</u>
Closing Net Fund Balances	<u>67,903</u>	<u>43,588</u>
TOTAL LIABILITIES AND EQUITY	<u>81,409</u>	<u>58,666</u>



# Ontario College Administrative Staff Association

## Financial Statements Income Statement Summary

	YTD	Year to Year Comparatives			2017 Budget	2016 Actual
	31-May-17	31-May-16	Var	%Var		
<b>Revenue</b>						
Membership Fees (Schedule 1)	57,918	60,584	(2,666)	-4.4%	159,500	165,235
PD Conference (Schedule 2)	44,545	52,785	(8,240)	-15.6%	65,000	68,560
AGM	-	-	-	N/A	-	-
Annual Sponsorship	500	500	-	0.0%	4,000	1,000
Sponsorship -Website	1,000	841	159	18.9%	1,500	1,287
College Administrator	2,605	60	2,545	4241.7%	2,000	1,110
Member Prof. Develop - Chairs Summit	-	-	-	N/A	2,000	3,200
Online Learning	4,188	-	4,188	N/A	-	-
Other Revenue	-	-	-	N/A	-	450
	<b>110,756</b>	<b>114,770</b>	<b>(4,014)</b>	<b>-3.5%</b>	<b>234,000</b>	<b>240,842</b>
<b>Expenses</b>						
PD Conference	4,530	5,999	(1,469)	-24.5%	55,000	56,057
AGM	-	-	-	N/A	9,769	9,769
Professional Development	-	885	(885)	-100.0%	3,100	3,229
Marketing/Communications	10,166	5,703	4,463	78.3%	13,400	15,003
Member Services	9,120	7,084	2,036	28.7%	17,075	18,571
Member Support, Service and Prov. Representation	-	-	-	N/A	1,000	-
Recruitment	367	-	367	N/A	7,000	-
Administration Expense	62,258	54,075	8,184	15.1%	137,143	135,236
	<b>86,441</b>	<b>73,746</b>	<b>12,695</b>	<b>17.2%</b>	<b>243,487</b>	<b>237,865</b>
<b>Net Income</b>	<b>24,315</b>	<b>41,024</b>	<b>(16,708)</b>	<b>-41%</b>	<b>(9,487)</b>	<b>2,977</b>

# Ontario College Administrative Staff Association

Financial Statements  
Income Statement, Period Ended May 31, 2017

	YTD 31-May-17	Year to Year Comparatives			Other Comparatives	
		31-May-16	Var	%Var	2017 Budget	2016 Actual
<b>Revenue</b>						
Membership Fees (Schedule 1)	57,918	60,584	(2,666)	-4.4%	159,500	165,235
PD Conference (Schedule 2)	44,545	52,785	(8,240)	-15.6%	65,000	68,560
AGM	-	-	-	N/A	-	-
Annual Sponsorship	500	500	-	0.0%	4,000	1,000
Sponsorship - Website	1,000	841	159	18.9%	1,500	1,287
College Administrator-Subscription	1,000	60	940	1566.7%	2,000	1,110
College Administrator-Profit Share	605	-	605	N/A	-	-
College Administrator - Print Advertising	1,000	-	1,000	N/A	-	-
Member Prof. Develop - Chairs Summit	-	-	-	N/A	2,000	3,200
Online Learning	4,188	-	4,188	N/A	-	-
Other Revenue	-	-	-	N/A	-	450
<b>Total Gross Revenue</b>	<b>110,756</b>	<b>114,770</b>	<b>(4,014)</b>	<b>-3.5%</b>	<b>234,000</b>	<b>240,842</b>
<b>Expenses</b>						
<b>Event Expenses</b>						
PD Conference(Schedule 2)	4,530	5,999	1,469	24.5%	55,000	56,057
AGM	-	-	-	N/A	9,769	9,769
<b>Total Event Expenses</b>	<b>4,530</b>	<b>5,999</b>	<b>1,469</b>	<b>24.5%</b>	<b>64,769</b>	<b>65,826</b>
<b>Professional Development</b>						
Professional Development	-	885	885	100.0%	3,100	3,229
<b>Marketing/Communications</b>						
Consulting - College Administrator	3,970	4,750	(781)	-16.4%	11,400	12,367
Publishing - College Administrator	3,000	-	3,000	N/A	-	-
Translations	92	340	(248)	-72.9%	1,000	743
Design & Print	170	15	155	1030.0%	-	15
Promo Products	1,805	-	1,805	N/A	-	826
Consulting - General	1,130	597	533	89.1%	1,000	1,052
<b>Total Marketing/Communications</b>	<b>10,166</b>	<b>5,703</b>	<b>4,463</b>	<b>78.3%</b>	<b>13,400</b>	<b>15,003</b>
<b>Member Services</b>						
Legal consultations - members	8,740	7,084	1,656	23.4%	14,000	14,940
Awards & Bursaries	200	-	(200)	N/A	2,325	1,805
Research - Survey Monkey	180	-	(180)	N/A	750	1,826
<b>Total Member Services</b>	<b>9,120</b>	<b>7,084</b>	<b>1,276</b>	<b>23.4%</b>	<b>17,075</b>	<b>18,571</b>
<b>Total Member Support</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b>Total Recruitment</b>	<b>367</b>	<b>-</b>	<b>(367)</b>	<b>-</b>	<b>7,000</b>	<b>-</b>
<b>Administration Expense</b>						
Management Fees	9,546	-	(9,546)	N/A	45,144	-
Bank Charges & Interest	135	45	(90)	-197.8%	1,000	188
Payroll	39,720	43,723	4,003	9.2%	80,112	107,288
Rent	3,478	3,313	(166)	-5.0%	-	8,050
Premise/Insurance	1,661	1,005	(656)	-65.3%	2,237	1,369
Postage & Couriers	805	426	(378)	-88.7%	700	1,175
Office Supplies & Equipment	342	262	(80)	-30.6%	500	990
Membership & Dues (CSAE)	518	259	(259)	-100.0%	-	725
Professional Audit	-	22	22	100.0%	3,500	2,564
Printing & Stationery	469	139	(330)	-237.1%	200	412
Telephone and Internet	1,248	1,498	250	16.7%	-	-
Telecom & Teleconferences	153	-	(153)	N/A	1,500	4,486
Travel	774	1,314	541	41.1%	250	3,413
Website - Maintenance/Host	1,656	277	(1,380)	-499.0%	1,000	1,293
Website - Membee	660	373	(287)	-77.0%	1,000	1,119
Credit card processing	1,039	1,418	380	26.8%	-	2,164
Miscellaneous	54	-	(54)	N/A	-	-
<b>Total Administration Expense</b>	<b>62,258</b>	<b>54,075</b>	<b>(8,184)</b>	<b>-15.1%</b>	<b>137,143</b>	<b>135,236</b>
<b>Total Expenses</b>	<b>86,441</b>	<b>73,746</b>	<b>12,695</b>	<b>17.2%</b>	<b>243,487</b>	<b>237,865</b>
<b>NET INCOME (LOSS)</b>	<b>24,315</b>	<b>41,024</b>	<b>(16,708)</b>	<b>-40.7%</b>	<b>(9,487)</b>	<b>2,977</b>

# Ontario College Administrative Staff Association

Financial Results as at May 31, 2017

## Schedule 1 - Membership Dues

	YTD	2017 Budget	Variance	May-16	Variance
<b><u>Colleges</u></b>					
Algonquin	7,123	0	7,123	6,476	647
Boreal	246	0	246	491	(245)
Cambrian	2,141	0	2,141	2,373	(232)
Canadore	580	0	580	773	(193)
Centennial	3,787	0	3,787	3,063	725
Conestoga	266	0	266	121	145
Confederation	4,027	0	4,027	3,948	78
Durham	1,643	0	1,643	2,174	(532)
Fanshawe	5,678	0	5,678	5,919	(242)
Fleming	1,705	0	1,705	1,516	190
George Brown	5,027	0	5,027	5,495	(468)
Georgian	4,676	0	4,676	5,708	(1,032)
Humber	737	0	737	1,570	(833)
La Cite	2,375	0	2,375	2,197	178
Lambton	2,052	0	2,052	1,416	636
Loyalist	1,812	0	1,812	1,740	72
Mohawk	2,344	0	2,344	1,945	399
Niagara	726	0	726	1,247	(521)
Northern	870	0	870	894	(24)
Sault	1,059	0	1,059	1,227	(167)
Seneca	2,899	0	2,899	4,383	(1,484)
Sheridan	2,656	0	2,656	2,321	335
St. Clair	223	0	223	223	0
St. Lawrence	3,169	0	3,169	2,975	193
<b><u>Total Colleges</u></b>	<b>57,818</b>	<b>0</b>	<b>57,818</b>	<b>60,194</b>	<b>(2,376)</b>
<b><u>Other</u></b>					
Associate	0	0	0	290	(290)
Retiree	100	0	100	100	0
<b><u>Total Other</u></b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>390</b>	<b>(290)</b>
<b><u>Total Membership</u></b>	<b>57,918</b>	<b>159,500</b>	<b>57,918</b>	<b>60,584</b>	<b>(2,666)</b>

# Ontario College Administrative Staff Association

## Financial Statements (Supplementary Information)

as at May 31, 2017

### Schedule 2 - PD Conference

<b>Revenue</b>	YTD 2017	YTD 2016	Var	Budget
Registration	38,545	47,785	(9,240)	-
Sponsorship	6,000	5,000	1,000	-
				-
<b>Total Revenue</b>	<b>44,545</b>	<b>52,785</b>	<b>(8,240)</b>	<b>65,000</b>
<b>Expense</b>	YTD 2017	YTD 2016	Var	Budget
Venue - Room Rental	4,530	5,879	(1,349)	-
Speaker Costs	-	-	-	-
Travel	-	120	(120)	-
Printing/Materials	-	-	-	-
Other Expenses	-	-	-	-
<b>Total Expenses</b>	<b>4,530</b>	<b>5,999</b>	<b>(1,469)</b>	<b>55,000</b>
<b>NET INCOME PD Conference</b>	<b>40,015</b>	<b>46,786</b>	<b>(6,771)</b>	<b>10,000</b>

# APPENDIX 3 - REVISED BUDGET MARCH 2017, WITH AMC

ONTARIO COLLEGES ADMINSTRATIVE STAFF ASSOCIATION (OCASA/APA)					
			2017	2018	2019
		<b>Membership Fee</b>	<b>\$ 290</b>	<b>\$ 290</b>	<b>\$ 290</b>
<b>REVENUES</b>					
		<b>Paying Members</b>	<b>550</b>	<b>575</b>	<b>600</b>
Memberships			<b>\$ 159,500</b>	<b>\$ 166,750</b>	<b>\$ 174,000</b>
Annual PD Conference:			<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>
i	Registrations				
ii	Sponsorships				
"College Administrator" Magazine			<b>2000</b>	<b>2000</b>	<b>2000</b>
Other revenues:			<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
i		Training Revenues (CHERD)/ Chairs	2000	2000	2000
ii		Annual Sponsorships	4000	4000	4000
iii		Website advertising sales	1500	1500	1500
<b>Total Revenues</b>			<b>\$ 234,000</b>	<b>\$ 241,250</b>	<b>\$ 248,500</b>
<b>EXPENSES</b>					
<b>Member Support, Services and Provincial Representation:</b>					
			<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
i	ACC/OCASA		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>
ii	CAAT Pension		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
iii	Insured Benefits Cttee/		<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>
iv	Retiree Benefits Cttee		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>
v	CollegesOntario Conference		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
vi	Other (CoP Working Group)		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>
<b>Member Services:</b>			<b>\$ 19,075</b>	<b>\$ 32,075</b>	<b>\$ 22,075</b>
i	Legal Consultations		<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>
ii	Excellence Awards		<b>\$ 325</b>	<b>\$ 325</b>	<b>\$ 325</b>
iii	Members' Bursary		<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
iv	Research		<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ 750</b>
v.	Website/Technology		<b>\$ 2,000</b>	<b>\$ 15,000</b>	<b>\$ 5,000</b>

<b>Professional Development:</b>			<b>\$ 58,100</b>	<b>\$ 58,100</b>	<b>\$ 58,100</b>
i	Annual PD Conference		\$ 55,000	\$ 55,000	\$ 55,000
ii	Members		2500	2500	2500
iii	Staff and Board		600	600	600
<b>General Meetings:</b>			<b>\$ 9,769</b>	<b>\$ 9,769</b>	<b>\$ 9,769</b>
i	Annual Business Meeting		\$ 9,769	\$ 9,769	\$ 9,769
ii	Exec & Board meetings		\$ -	\$ -	\$ -
<b>Recruitment:</b>			<b>\$ 7,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>
i	College Visits		\$ 3,000	\$ 3,000	\$ 3,000
ii	Recruitment & local Support		\$ 4,000	\$ 5,000	\$ 5,000
iii					
iv					
<b>Other Marketing/Communications:</b>			<b>\$ 13,400</b>	<b>\$ 13,400</b>	<b>\$ 13,400</b>
i	General Consultants		\$ 1,000	\$ 1,000	\$ 1,000
ii	College Administrator Magazir		\$ 11,400	\$ 11,400	\$ 11,400
iii	Translation Services - general		\$ 1,000	\$ 1,000	\$ 1,000
iv	Other (Design)		\$ -	\$ -	\$ -
<b>TOTAL Member Support, Services and Development</b>			<b>\$ 108,344</b>	<b>\$ 122,344</b>	<b>\$ 112,344</b>
<b>Office and Administration:</b>					
	<i>Executive Director (Sal &amp; Ben)</i>		\$ 74,878	\$ -	\$ -
	<i>ED Consultant</i>		\$ -	\$ 15,000	\$ 15,000
	<i>AMC</i>		\$ 45,144	\$ 101,700	\$ 101,700
	<i>CRA</i>		\$ 3,735	\$ -	\$ -
	<i>PT office (Ronda)</i>		\$ 1,500	\$ -	\$ -
i	<i>Office Management</i>		<b>\$ 125,256</b>	<b>\$ 116,700</b>	<b>\$ 116,700</b>
ii	Premises Costs (includes ins)		\$ 2,237	0	0
iii	Bank Services		\$ 1,000	\$ 1,000	\$ 1,000
iv	Telecommunications		\$ 1,500	\$ 1,500	\$ 1,500
v	Professional Fees (Legal; Aud		\$ 3,500	\$ 3,500	\$ 3,500
vi	Postage/Courier		\$ 700	\$ 700	\$ 700
vii	Printing		\$ 200	\$ 200	\$ 200
viii	Travel Misc.		\$ 250	\$ 250	\$ 250
ix	Supplies and Other		\$ 500	\$ 500	\$ 500
x	Furniture / Equipment		\$ -	\$ -	\$ -
	Telephone system				
	furniture				
	Sound equipment				
xii	Miscellaneous		0	0	0
<b>TOTAL Office and Administration:</b>			<b>\$ 135,143</b>	<b>\$ 124,350</b>	<b>\$ 124,350</b>
<b>TOTAL Expenses</b>			<b>\$ 243,486</b>	<b>\$ 246,694</b>	<b>\$ 236,694</b>
<b>NET IMPACT on RESERVES</b>			<b>\$ (9,486)</b>	<b>\$ (5,444)</b>	<b>\$ 11,806</b>

Starting Surplus Jan 1, 2014	\$	35,806
Starting surplus Jan 1, 2015	\$	38,930
starting surplus Jan 1, 2016	\$	31,099
starting surplus Jan 1, 2017	\$	31,099
starting surplus Jan 1, 2018	\$	21,613
starting surplus Jan 1, 2019	\$	16,169
starting surplus Jan 1, 2020	\$	27,976

## *APPENDIX 3 - DRAFT AUDIT*

**ONTARIO COLLEGE ADMINISTRATIVE  
STAFF ASSOCIATION/ASSOCIATION  
DU PERSONNEL ADMINISTRATIF  
DES COLLEGES DE L'ONTARIO**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
DECEMBER 31, 2016**

DRAFT



## **INDEPENDENT AUDITOR'S REPORT**

To The Members of:

Ontario College Administrative Staff Association/Association du Personnel  
Administratif des Colleges de L'Ontario.

We have audited the accompanying financial statements of Ontario College Administrative Staff Association/Association de Personnel Administratif des Colleges de L'Ontario which comprise the statement of financial position as at December 31, 2016 and the statements of revenues and expenses for the year ended December 31, 2016 and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not for profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

### **Basis for Qualified Opinion**

In common with many not-for-profit organizations which derive revenue from other income and events, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues and expenses was limited to the amounts recorded in the records of Ontario College Administrative Staff Association/Association de Personnel Administratif des Colleges de L'Ontario and we were not able to determine whether any adjustment might be necessary to the amounts reported.

### **Qualified Opinion**

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Ontario College Administrative Staff Association/Association de Personnel Administratif des Colleges de L'Ontario as at December 31, 2016 and the results of its statement of revenue and expenses for the year then ended in accordance with Canadian generally accepted accounting principles.

### **FREEMAN & LOURENCO LLP**



Douglas R. Freeman, Chartered Professional Accountant  
Licensed Public Accountant  
May 25, 2017  
Oshawa, Ontario

DRAFT

**ONTARIO COLLEGE ADMINISTRATIVE STAFF ASSOCIATION/**  
**ASSOCIATION DU PERSONNEL ADMINISTRATIF**  
**DES COLLEGES DE L'ONTARIO**

**STATEMENT OF REVENUE AND EXPENSES**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>2016</u>	<u>2015</u>
Revenue		
Memberships	\$ 165,235	\$ 174,785
Interest Income	76	70
Other Income & Events	<u>84,941</u>	<u>86,568</u>
	<u>250,252</u>	<u>261,423</u>
Expenses (Schedule A)		
Recruitment Expenses	826	1,508
Communication Expenses	16,947	17,581
Member Service Expenses	86,944	101,892
Administration Expenses	<u>133,046</u>	<u>148,273</u>
	<u>237,763</u>	<u>269,254</u>
Excess (Deficit) Revenue Over Expense For The Year	12,489	(7,831)
Opening Surplus	<u>31,099</u>	<u>38,930</u>
Closing Surplus	<u>\$ 43,588</u>	<u>\$ 31,099</u>

**ONTARIO COLLEGE ADMINISTRATIVE STAFF ASSOCIATION/**  
**ASSOCIATION DU PERSONNEL ADMINISTRATIF**  
**DES COLLEGES DE L'ONTARIO**

**SCHEDULE OF EXPENSES**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>2016</u>	<u>2015</u>
<b><u>(SCHEDULE A)</u></b>		
Recruitment Expenses		
Recruitment Fund	\$ -	\$ -
Promotional Products & Printing	826	1,508
	<u>\$ 826</u>	<u>\$ 1,508</u>
Communication Expenses		
Translation	\$ 743	\$ 2,023
General	-	(49)
Consulting	13,419	12,631
Website	2,785	2,976
	<u>\$ 16,947</u>	<u>\$ 17,581</u>
Membership Services Expenses		
Excellence Awards	\$ 1,805	\$ 2,395
PD Conference	56,073	68,099
AGM	9,769	9,857
Legal Consultation Services	14,940	16,898
Professional Development & Research & Memberships	4,357	4,643
	<u>\$ 86,944</u>	<u>\$ 101,892</u>
Administration Expenses		
Telephone/Fax	\$ 4,497	\$ 4,689
Bank Charges & Credit Card	2,345	2,398
Audit Fees	2,742	2,555
Printing	412	798
Postage/Courier	1,210	1,464
Wages and Benefits	107,744	117,655
Insurance	1,323	1,323
Office Supplies and Equipment	664	3,045
Travel and Mileage	4,214	6,047
Rent	8,050	7,970
Legal Fees	-	-
Miscellaneous Administrative	(155)	329
	<u>\$ 133,046</u>	<u>\$ 148,273</u>

**ONTARIO COLLEGE ADMINISTRATIVE STAFF ASSOCIATION/**  
**ASSOCIATION DU PERSONNEL ADMINISTRATIF**  
**DES COLLEGES DE L'ONTARIO**

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2016**

	<u>2016</u>	<u>2015</u>
<b><u>ASSETS</u></b>		
Current		
Bank	\$ 32,483	\$ 15,286
Investments (Note 3)	5,424	5,349
Accrued Receivable	15,177	17,557
Prepaid Expenses	<u>5,582</u>	<u>6,945</u>
	<u>\$ 58,666</u>	<u>\$ 45,137</u>
<b><u>LIABILITIES</u></b>		
Current		
Accounts Payable and Accrued Charges	<u>\$ 15,078</u>	<u>\$ 14,038</u>
<b><u>CAPITAL</u></b>		
Surplus	<u>43,588</u>	<u>31,099</u>
	<u>\$ 58,666</u>	<u>\$ 45,137</u>

**Approved on Behalf of the Board:**

\_\_\_\_\_  
*Signature*                    *Date*

\_\_\_\_\_  
*Signature*                    *Date*

**ONTARIO COLLEGE ADMINISTRATIVE STAFF ASSOCIATION/**  
**ASSOCIATION DU PERSONNEL ADMINISTRATIF**  
**DES COLLEGES DE L'ONTARIO**

**NOTES TO THE FINANCIAL STATEMENTS**

**AS AT DECEMBER 31, 2016**

1. Incorporation/Purpose

The Organization was incorporated on September 30, 2008 for the purpose of pursuing and fostering the interests of its members as employees of Ontario Colleges by developing proficiency and professional excellence, developing and presenting a common position of issues and achieving through negotiation the best possible terms and conditions of employment.

2. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not for profit enterprises and are in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

- (A) Capital expenditures are expensed when incurred and accordingly no depreciation is provided on these capital expenditures.

3. Investments

The Organization's short term investments consist of the following:

<u>Issue Date</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>2016</u>	<u>2015</u>
May 28, 2015	May 29, 2017	1.15%	<u>\$5,424</u>	<u>\$5,246</u>

4. Financial Instruments

The Organization's financial instruments consist of cash, accounts receivable, investments, accounts payable and accruals. Unless otherwise noted, it is the directors opinion that the Organization is not exposed to significant interest rate or credit risks arising from its financial instruments, and that the fair values of its financial instruments approximate their carrying value.

**ONTARIO COLLEGE ADMINISTRATIVE STAFF ASSOCIATION/  
ASSOCIATION DU PERSONNEL ADMINISTRATIF  
DES COLLEGES DE L'ONTARIO**

**NOTES TO THE FINANCIAL STATEMENTS**

**AS AT DECEMBER 31, 2016**

5. Statement of Cash Flows

A Statement of Cash Flow has not been prepared, as no additional meaningful information would be provided.

6. Commitments

Subsequent to the fiscal year end of December 31, 2016, The Organization has begun the transition to a management company commencing in March, 2017.

**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:

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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
- v. 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)