

MEETING MINUTES

	Name	Region/College	Term	
1.	Krista Pearson President	North, Sault	2012	2017
2.	David Belford Past President	West, Fanshawe	2011	2017
3.	Alanna McDonell Vice President	East, Algonquin	2011	2016
4.	Greg Murphy Treasurer	East, Durham	2012	2015
5.	Jane Cooper	West, Mohawk	2012	2015
6.	Kristi Harrison	Central, Centennial	2013	2016
7.	Kelly Murray-Scott	West, Lambton	2013	2016
8.	Janine Foster	East, St. Lawrence	2013	2013
9.	Mary Lou McLean	East, Fleming	2015	2018
10.	Barb Watts	Central, Georgian	2015	2018
Resource				
	Diane Posterski	Executive Director, OCASA		
Regrets				
	Shemeena Shraya	Central, George Brown	2014	2017
	David Belford Past President	West, Fanshawe	2011	2017

Agenda Item #	OCASA Board Minutes
1.	Call to order Chair: Krista Pearson welcomed everyone to the meeting.
2.	Approval of the Agenda Moved: Greg Murphy Seconded: Kristi Harrison Carried
3.	Approval of the Meeting Minutes of August 21, 2015 Receive Meeting Notes October 5, 2016 (no quorum) Moved: Barb Watts Seconded: Alanna McDonell Carried
4.	CoP Working Group – Discussion Krista Pearson provided a brief summary of OCASA’s presentation to CoP on October 26. In reviewing the Executives recommendations, it was agreed that: <ul style="list-style-type: none"> • The use of a facilitator should be a strong recommendation (this helps to dissipate any political influences, allows everyone to participate equally) • We should be clear on our desired outcomes • Members should be able to fulfill the commitment of the working group • One president should be included • And we should be clear about our competency and expertise Further discussion addressed the possibility of cost sharing for a facilitator. It was also suggested that we map out our best-case scenario, as well as the worst case, meeting by meeting. Reporting to the Board by summary would be sufficient. In terms of thinking about the best president to participate, there was some discussion about the value of a newer president to the system, but also one that has history and commitment to the system. It was agreed that we should consult with Linda Franklin about this at the next meeting (Dec. 8). Motion: That we follow the plan of action as outlined above. Moved: Kristi Harrison Seconded: Greg Murphy Carried
5.	Executive Director’s Report – Discussion/Decisions – Diane Posterski <ul style="list-style-type: none"> • Strategic Plan/Business Plan priorities Diane presented priorities for a Business Plan. There was significant discussion:

	<ul style="list-style-type: none"> ○ Still need ways to be viable moving forward ○ Would be helpful to have sample emails for college reps for promotion, including a letter to accompany College Administrator ○ Good time to update the College Rep's tool kit ○ Is there an opportunity for OCASA to attend and speak at Management Academy? ○ Concerns were raised about OCASA's capacity to meet all the priorities. Diane was encouraged to prioritize her efforts for the next year, and to identify gaps in resources. ○ It was suggested that the following amendments be made: <ul style="list-style-type: none"> ▪ 4. Expanded revenue streams; ▪ add 5. Advocate through the CoP Working Group to transition to a new membership model that focuses on institutional membership. <p>Motion: that the Strategic Plan/Business Plan Priorities be adopted with the amendments noted above</p> <p>Moved: Riley Burton Seconded: Kelly Murray-Scott Carried</p> <ul style="list-style-type: none"> • Conference Overview: Diane reviewed current status plans for the conference. There was no discussion. • <i>College Administrator</i>: Diane reviewed the provided report, noting a pilot for national distribution. She also requested confirmation of a one-year extension of contract with Craig Kelman & Associates (publisher), noting a drop in revenues from \$5,000 to \$2,000/annum based on lower advertising sales. If advertising sales surpass \$10,000 OCASA will receive 10% in extra revenues. <p>Motion: That the contract with Craig Kelman & Associates be extended for one year with the new terms of payment as outlined above.</p> <p>Moved: Jane Cooper Seconded: Greg Murphy Carried</p> <ul style="list-style-type: none"> • PD Framework: Diane reviewed the work to date, and that Steve Robinson is ready to go with working with Diane to begin uploading onboarding content starting January. <p>Motion: That work continues as outlined in the PD Framework concerning the Onboarding program.</p> <p>Moved: Alanna McDonell Seconded: Barb Watts Carried</p> <ul style="list-style-type: none"> • Awards Committee: Diane requested that a Board member volunteer for the Awards Committee, as Chair. Mary Lou McLean volunteered.
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6.	<p>Finance Report Greg Murphy reviewed the proposed budget, noting a deficit budget is being recommended as the best strategic move over raising member fees at this time. Motion to receive the Treasurer's report Moved: Mary Lou Mclean Seconded: Kelly Murray-Scott Carried</p> <p>Motion to approve 2016 Budget Moved: Jane Cooper Seconded: Alanna McDonell Carried</p>
7.	<p>Administration Next meeting: February 2016 TBA</p>
8.	<p>Adjournment Motion to adjourn Moved: Alanna McDonell Seconded: Janine Foster</p>