

APPROVED MEETING MINUTES

	Name	Region/College	Term	
1.	David Belford President	West, Fanshawe	2011	2014
2.	Chantal Thiboutot, Vice President	East, La Cité Collégiale	2011	2014
3.	Riley Burton, Secretary	North, Confederation	2011	2014
4.	Alanna McDonell Treasurer	East, Algonquin	2011	2014
5.	Rick Helman Past President	East, Loyalist	2009	2013
6.	Greg Murphy	East, Durham	2012	2015
7.	Kristi Harrison	Central, Centennial	2013	2016
8.	Celina Mantler	North, Cambrian	2013	2016
9.	Kelly Murray-Scott	West, Lambton	2013	2016

Resource present

Diane Posterski Executive Director

Regrets

10.	Bridget Woodcock	Central, Humber	2012	2015
11.	Krista Pearson	North, Sault	2012	2015
12.	Jane Cooper	West, Mohawk	2012	2015

Agenda Item #	Agenda Item
1.	<p>Welcome & call to order Chair: Dave Belford</p> <p><i>Note: All reports for this meeting were contained in the Meeting package, and will be attached to these minutes.</i></p>
2.	<p>Motion to Approve the Agenda Moved: Chantal Thiboutot Seconded: Rick Helman Carried</p>
3.	<p>Motion to approve the Meeting Minutes of June 23, 2013</p> <p>Moved: Riley Burton Seconded: Alanna McDonell Carried</p>
4.	<p>Membership Policy statement (Diane)</p> <p>The draft statement of Membership Policy was discussed, highlighting the change in taking associate and retiree membership categories out of the bylaws, opening future possibility for associate members from outside Ontario, and retracting retiree membership back to those who were OCASA members at point of retirement (as was previously the case).</p> <p>Motion to adopt Membership Policy Statement:</p> <p>Moved: Kristi Harrison Seconded: Riley Burton Carried</p> <p>See Appendix 1 for revised policy statement.</p>
5.	<p>Updates:</p> <p>These are largely FYI items and should be read in advance, with your questions ready.</p> <p><u>Financial Update:</u> Alanna McDonell reviewed the financial statements: YTD August 31, 2013; Forecast to year-end December 31, 2013.</p> <ul style="list-style-type: none"> • YTD revenues were: \$181,115; Expenses: \$179,090 • While membership dues are down from budget, expenses are also down. • The projection to the end of the year is Revenues: \$250, 451; Expenses: \$249,429 for a net surplus of \$1,023. The 2013 budget was a break-even

	<p>budget.</p> <p>Motion to receive Treasurer's Report: Moved: Greg Murphy Seconded: Rick Helman Carried</p> <p><u>Membership Update:</u> Diane Posterski reviewed the membership numbers noting slight change since the June meeting. There were 719 members with roughly 40 New Hires (non-paying members). Discussion included:</p> <ul style="list-style-type: none"> • What are the trends in retirements/new hires? • Will admin cohort shrink in time? • What numbers are our true numbers to be aiming for with membership. <p>Diane will put together numbers from the pension plan for the next meeting.</p> <p><u>Committee Reports</u> (an overview was provided in the meeting package. These notes highlight discussion points):</p> <p><u>Member Engagement:</u> Riley Burton (Chair) reported. The Committee is recommending a member survey to better determine topics for winter webinars, online courses, and to inform the conference planning team. There was some discussion about the following:</p> <p>Should there be some incentive given to new members to take a course, attend the conference? What is the cost involved in these incentives? It was agreed that the Member Engagement Committee should add this to their agenda.</p> <p><u>Awards Committee:</u> Diane noted that this committee needs a new chair from the board, as Susan Atkinson is no longer a Board members. Celina Mantler agreed to fill this role.</p> <p>Motion to receive Committee Reports: Moved: Kristi Harrison Seconded: Riley Burton Carried</p>
6.	<p>Strategic Priorities</p> <p>The discussion was focused on the question on page 35 of the Meeting Package: If we were to focus on three key goals this year, what would they be?</p> <ol style="list-style-type: none"> 1. Recruitment 2. Engagement 3. Brand Awareness 4. Career/Professional support <p>Discussion:</p> <ul style="list-style-type: none"> • If we focus on 2, 3 and 4, Recruitment will happen. • Local ASAs are key to spreading the word.

	<ul style="list-style-type: none"> • Do we survey our members? How did they hear about OCASA? How should OCASA engage potential members? • What can we really focus on and accomplish this year? • The need for marketing and brand awareness within the membership as well as among all administrators was discussed. Alanna shared the practice at Algonquin College of “Tiger Teams” that are formed to focus on a specific task area. She suggested we put together an OCASA tiger team to deal with marketing and brand awareness and she would be willing to give leadership to this. It was agreed to take this next step. <p>ACTION: Diane will review the volunteer list from the conference, and Alanna and Diane will put a call out to membership for help.</p> <p>Member “road map”:</p> <p>Diane presented a draft member engagement map to help members and potential members understand the benefits of OCASA and how to take advantage of the products/services. A lively discussion suggested some changes to keywords, particularly in the centre circle: Expertise, Camaraderie, Career Support. There was general enthusiasm for the visual document, and it was agreed that a graphic designer should be consulted.</p> <p>ACTION: Diane will continue to work on the “word smithing” and send it to a graphic designer.</p>
7.	<p>Administration:</p> <p>Confirm next meeting: week of November 25 (later confirmed for December 3 at 3:00 pm – 4:30 pm)</p> <p>Motion to adjourn: Alanna McDonell</p> <p>Meeting adjourned at 2:30 pm</p>

Policy Statement

Membership Policy

Adopted by the Board of Governors
Sept. 27, 2013

This policy is in effect immediately. Any member that is currently a member under previous policy will be grandfathered into membership. This applies particularly to retiree members who might have joined without previous OCASA membership.

PREAMBLE

This policy allows OCASA to be responsive to a changing environment concerning membership categories. Members as defined in the Bylaws have full voting privileges. Other categories shall not be considered Members of the Corporation, unless approved by membership and included in the Bylaws. However, they may enjoy certain privileges akin to those enjoyed by the Members as may be determined by the Board from time to time, provided however that in no case shall such categories be entitled to vote.

The following categories shall be extended:

1. **Associate Level** in OCASA shall be open to administrative employees:
 - a. in publicly funded Canadian colleges and institutes that do not fall under the OCAAT system but share common interests in professional development, research and employee advocacy;
 - b. administrators working in organizations that are directly linked to the OCAAT sector; or persons who are included as members of the OCAAT pension plan.
 - c. Employees working in an administrative capacity, in a "seconded" role from faculty or support, and share common interests in professional development, research and employee advocacy.

The Executive Committee shall determine eligibility for an Associate on a case by-case basis. Unless determined otherwise by the Board, Associates are entitled to receive notice of and attend meetings of Members.

These Associates shall enjoy all member privileges, with the exception of voting or being an elected member to the Board of Directors. The entrance fee shall be set by the Board each year.

2. **Retiree Level** for the purposes of this policy statement is open to all administrative employees who were OCASA members at the time of retirement. Unless determined otherwise by the Board, Retirees are entitled to receive notice of and attend meetings of Members. Retiree members are eligible to be Directors of the Corporation only in accordance with the provisions of Article 9.

The entrance fee shall be set by the Board each year.

The method for admitting an Associate or Retiree or other established category of non-voting interests shall be in the manner determined by the Board from time to time.