**OCASA Pension Corporation Board of Directors Meeting**

December 5, 2014 3:00 – 3:30 pm

**OCASA Board of Directors Meeting**

December 5, 2014 3:30 – 4:30 pm

***Draft Meeting Minutes***

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|  | ***Present*** | ***Region/College*** | ***Term*** | |
|  | David Belford  President | West, Fanshawe | 2011 | 2014 |
|  | Krista Pearson Vice President | North, Sault | 2012 | 2015 |
|  | Alanna McDonell  Treasurer | East, Algonquin | 2011 | 2014 |
|  | Rick Helman  Past President | East, Loyalist | 2009 | 2013 |
|  | Greg Murphy | East, Durham | 2012 | 2015 |
|  | Jane Cooper | West, Mohawk | 2012 | 2015 |
|  | Kelly Murray-Scott | West, Lambton | 2013 | 2016 |
|  | Janine Foster | East, St. Lawrence | 2013 | 2016 |
|  | Shemeena Shraya | Central, George Brown | 2014 | 2017 |
|  | ***Regrets*** | | | |
|  | Riley Burton,  Secretary | North, Confederation | 2011 | 2014 |
|  | Janine Foster | East, St. Lawrence | 2013 | 2016 |
|  | Kristi Harrison | Central, Centennial | 2013 | 2016 |
|  | Bridget Woodcock | Central, Humber | 2012 | 2015 |
|  | ***Resource*** | | | |
|  | Diane Posterski | Executive Director, OCASA | | |
|  | ***Guests for OCASA Pension Corporation Meeting*** | | | |
|  | Mike Seeger | OCASA Appointee to CAAT Pension Plan Board of Trustees | | |
|  | Mike Gallagher | OCASA Appointee to CAAT Pension Plan Sponsors’ Committee | | |

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| Agenda Item # | OCASA Pension Corporation Draft Minutes All reports mentioned in these minutes are included in the Meeting Package. |
|  | **Welcome and Call to order**  Chair: Dave Belford welcomed members and confirmed a quorum was presented. He then welcomed our guests, Mike Seeger and Mike Gallagher. |
|  | Approval of the Agenda  *Motion to approve the Agenda* Moved: Jane Cooper Seconded: Kelly Murray-Scott Carried |
|  | **Approval of the Meeting Minutes of June 22, 2014** *Motion to approve* *the Meeting Minutes of June 22, 2014*  Moved: Krista Pearson Seconded: Alanna McDonell Carried |
|  | **Reports from appointees:**   * **Mike Seeger, Board of Trustees**   *Retired (June 2014) Director, Financial Services, Loyalist College*  *Reappointed for second term:  September 23, 2014 – September 22, 2017*  Mike Seeger noted his earlier written report submitted in September of this year. He highlighted the ongoing work of the university growth initiative with Trent University the most ready to join. Recent legislation, and regulations to be confirmed July 1, 2015 will make this a reality within the next year. Other institutions are in conversation with CAAT Pension.  Mike also noted the operational updates of the Plan, from software implementation, staffing and client relations and procedures.  Finally, part-time employees tend to have low enrolment (5% to date) for a variety of reasons while those with more significant hours are more likely to enroll.   * **Mike Gallagher, Sponsors’ Committee**   *Director Budgets & Financial Planning,  Confederation College*  *First term appointment:  September 28, 2012 - September 27, 2015*  Mike Gallagher noted his agreement with Mike Seeger’s report. He added an overview of the role of the Sponsors’ Committee in CAAT Pension.  Mike also noted the recent news around ORPP (Ontario Registered Pension Plan) and eligibility of CAAT members. It appears that CAAT Pension members will not be eligible for ORPP, but early indications are that if new “Other Than Fulltime” staff (OTFT) do not choose CAAT, they will have to be part of the ORPP. CAAT’s position includes the following:  a) We do not want this as it will create additional administration for colleges to collect match and remit and balance payments to ORPP; and  b) We do not want this as this ORPP plan will compete with our optional CAAT plan for OTFT staff and reduce numbers of staff who may otherwise join CAAT, which hampers our growth strategy.  Finally, Mike brought a question forward for the OCASA Board to consider as CAAT Pension is working on updating is policies, and specifically around Board appointments and diversity. Mike Seeger added that there has been some discussion at the Board level noting that needed competencies are key to appointments, but that the Board might reflect its membership (for example, gender diversity).  **Action for Board: provide input into the Trustee appointments policy.**  Motion to received appointee reports:  Moved: Alanna McDonell Seconded: Jane Cooper Carried |
|  | **Adjournment** Motion to adjourn:  Moved: Kelly Murray-Scott Seconded: Krista Pearson |

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| Agenda Item # | OCASA Board of Directors Draft Minutes All reports mentioned in these minutes are included in the Meeting Package. |
|  | **Welcome and Call to order**  Chair: Dave Belford called to order the OCASA Board meeting. |
|  | Approval of the Agenda  *Motion to approve the agenda:* Moved: Rick Helman Seconded: Krista Pearson Carried |
|  | **Approval of the Meeting Minutes of September 30, 2014** *Motion to approve the Meeting Minutes of September 30, 2014* Moved: Jane Cooper Seconded: Alanna McDonell Carried |
|  | **Reports**   * **President’s Report** *(Dave Belford)*   Stakeholders Research Project:   * Interviews have been conducted with Linda Franklin, Don Sinclair and Derek Dobson – all positive and informative conversations. To date we have 56 responses from senior leaders and HR directors, and 100 responses from non-members * Members will also be invited into a survey mid-December and early January * The executive meets January 22 to review the data * Early thoughts suggest a round table of system partners be invited into the discussion once we have a clear view of the “story” from the data, and the Board has also been consulted.   Taskforce product/pricing   * Task force has met twice asking the question, what should change? * The conference has been a key focus of discussion, considering the balance of increasing attendance, and the impact of price on that decision * Content is key for the conference; waiting for more feedback from the research; looking at a scholarship program; the importance of senior leadership support and getting commitment into budgets.   ACC/Advocacy   * OCASA met with ACC on November 11 * Compensation: OCASA made a submission advocating 1.75% grid adjustment for 2014; Council recommended 1.2% * Don Sinclair has provided a letter to OCASA acknowledging the submission and its value to the deliberations. * Council is working on an executive compensation framework that will be in response to Bill 8. This is expected to have an impact on all admin compensation program.   Motion to receive the President’s Report Moved: Dave Belford Seconded: Krista Pearson Carried   * **Executive Director’s Report** *(Diane Posterski)*   Legal services agreement/Policy   * Terms of agreement with RAVEN CAMERON: a new agreement is being drafted. The one change proposed is that while OCASA gets a significantly discounted rate for fees we pay of first 2 hours ($210/hour), members would be required to pay a higher fee ($300/hour) but still discounted, for subsequent hours. In the past, members received the same discounted fee as OCASA. The fees OCASA pays are really “behind” schedule of Ella’s normal fees. It was also noted that for exit packages, Ella is often able to negotiate legal fees into the agreement.  The Board was in agreement with this arrangement. * Legal Services Policy: Diane wondered if it was time to limit access to non-members who seek membership to access free legal services. Currently, non-members may pay one-year’s membership in advance, and then have access to 2 hour legal services. Diane indicated that there were likely only 2 or 3 a year, but that numbers were not available. After some discussion, it was decided that no action should be taken at this time without more information.   Membership Report   * Diane reviewed the membership report, noting trends in complimentary memberships versus active memberships, and trends in declining replacements for expired memberships. There was discussion about the issues affecting this, including awareness, time for peer recruitment, and accelerating retirements. One suggestion for tracking reasons that people leave is to have an online cancellation form that members need to complete to terminate their membership. It was also noted that the current research should help provide further direction. Diane noted that for complimentary memberships, renewals are encouraged with a draw for a free conference fee incentive.   Conference Report   * Diane presented the draft program schedule, workshop overview and a proposed closing keynote speaker recommendation from the conference committee. There were some concerns raised about having Jennifer Jones (Curling gold medalist Olympian): not a sufficient link to college administration for members to “sell” the content for PD $, and as a closing keynote people might not stay. Diane agreed to take this back to the committee.   Activity updates/College visits: With limited time on the agenda Diane suggested she forward updates about recent college visits to the Board by email.  Motion to receive the Executive Director’s Report Moved: Jane Cooper Seconded: Greg Murphy Carried   * **Treasurer’s Report** *(Alanna McDonell)*   P&L statement  Alanna reviewed the year-end projected financials with the Board. While membership revenues will be lower than budget, lower expenses will help to keep the final loss close to the budget amount (Budgeted deficit: $4,524).  Draft 2015 budget  Alanna presented the draft 2015 budget, which was almost identical to the 2014 budget, minus the revenue line from Johnson Insurance (that agreement has been terminated). With recent college visits and renewed interest in some campuses, there is confidence that paid (not complimentary) memberships can at least be brought back to 645.  Motion to receive the Treasurer’s Report Moved: Greg Murphy Seconded: Jane Cooper Carried  Motion to approve the 2015 Budget, with Revenues of $241,050 and Expenditures of $246,074 for a net loss of ($5,024). Moved: Dave Belford Seconded: Rick Helman Carried |
|  | **Adjournment:** the meeting was adjourned at 4:30 pm*Motion to adjourn*  Moved: Alanna McDonell Seconded: Dave Belford |