

**OCASA Board of Directors Meeting  
Video conference**

**Thursday, February 17, 2011  
3:00 pm – 5:00 pm**

**Approved Minutes**

<b>Members Present</b>	
Chris Fliesser, Fanshawe College <i>(President)</i>	Robert Bentzen, Cambrian College
Rick Helman, Loyalist College <i>(Treasurer)</i>	Don Young, St. Lawrence College
Jim Whiteway, Loyalist College <i>(Past President)</i>	Wanda Forsythe, Seneca College
Rob Kardas, Lambton College	
Resource: Diane Posterski	
<b>Regrets</b>	
Susan Atkinson, Sheridan College	Bob Eichvald, George Brown College
Sheryl Furlonger, Confederation College <i>(Vice President)</i>	Mary Lou Rainville, Canadore College <i>(Secretary)</i>

**Summary of Action Items:**

1. ACTION: Diane Posterski and Rick Helman will look into e-commerce alternatives.
2. ACTION: Diane Posterski will review codes of conduct for similar organizations, identifying behaviours and commitments. She will report back at the next Board meeting to further the decision.
3. ACTION: OCASA office will ensure that college reps are invited to the Board meeting.

Agenda Item #	Agenda Item
<b>1.</b>	Call to Order Chair: Chris Fliesser, President
<b>2.</b>	Approval of the Agenda <u>Motion: That the agenda be approved as circulated.</u> Moved: Rob Kardas Seconded: Wanda Forsythe Carried
<b>3.</b>	Approval of the Meeting Minutes of Thursday, November 17, 2010 <u>Motion: That the Minutes of the Thursday, November 17, 2010 Board of Directors meeting be approved as circulated.</u> Moved: Don Young Seconded: Wanda Forsythe Carried
<b>4.</b>	Round Table: Advocacy – looking for direction for advocacy efforts Key issues raised: <ul style="list-style-type: none"> <li>• PD: some questions about the certification program at individual colleges; confirmed that it is an ongoing issue at colleges.</li> <li>• Of those present, they felt that administrators were not really talking about Bill 16/wage restraint, though Diane Posterski noted that she had had a couple of conversations with college reps that did highlight this issue. For some, the focus is on keeping their jobs at the moment.</li> <li>• Legal services were noted as still being very important.</li> <li>• One college reported that it is behind on the JE process, including JFS, performance management. A recent JE training session provided by Judy Kroon was very well received.</li> </ul>
<b>5.</b>	Executive Director's Report (Appendix 1) <ul style="list-style-type: none"> <li>• Diane Posterski reviewed her performance plan year-to-date, based on the strategic plan. Highlights included the hiring Bruce Malloch on contract to provide guidance on external relations; the launch of the certification program; finalizing the annual conference; updating communications with a new website, and graphic designer; engagement of PR students from Loyalist; ASA support and development.</li> <li>• Diane also reviewed the membership statistics, noting that active members totaled 737 at that point in time. The summer of 2010 had seen a significant decline from retirements, but ground was gained in the fall.</li> </ul> <u>Motion: That the Executive Director's Report be received.</u>

	<p>Moved: Jim Whiteway Seconded: Rob Kardas Carried</p>
6.	<p>Committee Reports: (Appendix 2)</p> <p>a. Governance: Chris Fliesser provided highlights from the report. Discussion took place around the board nomination process, ensuring that diversity and competencies requirements are met, and for three year appointments as outlined in the bylaws. It was also agreed that only 4 positions should turnover to avoid losing half of the board at once.</p> <p><u>MOTION: That the nomination form provide the basis for the Board Nomination Process.</u> Moved: Rich Helman Seconded: Rob Kardas Carried</p> <p>b. Finance / Audit: Rick Helman provided the finance report. There was some discussion about the increasing cost of providing credit card transactions. It was noted that the cost of e-commerce, both initial set-up and ongoing fees, was an additional cost. It was agreed that options and alternatives to Moneris processing should be explored with the intention of reducing e-commerce processing fees.</p> <p><u>Motion:</u> that the Financial Report be received. Moved: Rick Helman Seconded: Robert Bentzen Carried</p> <p>ACTION: Diane Posterski and Rick Helman will look into e-commerce alternatives.</p> <p>c. Professional Development (CHERD): Diane Posterski reported from the PD Committee report (in Mary Lou Rainville's absence). The focus was on the certification program, which has now confirmed the first four courses, with registrations already coming in for the first two. March 7 is the start date for Performance Management.</p> <p>d. Taskforce Paybands 5-8: Diane Posterski reported from the Taskforce Paybands 5-8 steering committee (in Sheryl Furlonger's absence). OCASA had recently taken the final report to the ACC. Don Sinclair had suggested that he would reserve comment until he had taken it to HRCC. Don Lovisa (President, Durham College) and Linda Ballantyne (HR, Fanshawe College) both noted that the OCASA survey results were consistent with recent survey experience at their respective colleges.</p> <p>e. Executive Committee (this was moved to the end of the meeting following Board Administration, to move into In Camera session without the Executive Director present.)</p>

	<p><u>Motion: That all committee reports be received.</u>  Moved: Robert Bentzen  Seconded: Wanda Forsythe  Carried</p>
7.	<p>New Business:</p> <ul style="list-style-type: none"> <li>Code of Conduct: the Governance Committee brought this issue forward. It was suggested that, in other professional associations and organizations, a code of conduct serves to increase the level of professionalism and accountability. While it was generally agreed that this could be beneficial, it was also noted that having such a code suggests a process for review and enforcement. This would require additional resources. OCASA currently has a Commitment to Professionalism, which promotes ethical and professional behaviour.</li> </ul> <p>ACTION: Diane Posterski will review codes of conduct for similar organizations, identifying behaviours and commitments. She will report back at the next Board meeting to further the decision.</p>
8.	<p>Administration</p> <ul style="list-style-type: none"> <li>Role of College reps at upcoming AGM: It was agreed that all college reps should be invited to attend the full Board meeting on June 20, 2011 prior to the annual PD conference. They will participate in discussions but have no vote. All travel expenses will be covered as has been past practice.  ACTION: OCASA office will ensure that college reps are invited to the Board meeting.</li> <li>Board Nominations: Chris Fliesser raised the issue of recruiting to the Board and ensuring that vacancies are adequately filled. After some discussion it was agreed that there should be intentionality around recruitment to the board and that the Governance Committee should have this as a standing item on its agenda.</li> <li>Meeting evaluation: There was some discussion about the time of the meeting, suggesting that the afternoon might be high traffic time for internet use negatively affecting the streaming of live video. This will be taken into consideration for future meeting times.</li> </ul>
9.	<p>Adjournment</p> <p><u>Motion: That the meeting be adjourned and the Board move into IN CAMERA session.</u>  Moved: Jim Whiteway  Seconded: Rick Helman  Carried</p> <p>The meeting was adjourned at 4:45 pm</p>

<b>Reporting Items:</b>	<ol style="list-style-type: none"> <li>1. Performance Plan, Year-to-date, 2011</li> <li>2. Membership Stats</li> </ol>
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## A. Performance Plan Year-to-date, 2011

### 1. Advocacy

- External relations:
  - Contract is confirmed with Bruce Malloch to develop an external relations plan
  - Advocacy priorities need to be confirmed by board

### 2. Professional Excellence

- Certification:
  - Finance course already confirmed for May
  - Innovation in Administration confirmed for October
  - Strategic Planning in works
  - Started discussion with francophone member about exploring certification program in French
- Association for Admin Assistants: just beginning research/exploration
- Professional Network: PR students from Loyalist will have proposal by end of February.
- Annual Conference is just about ready to go; still working on think tanks sessions

### 3. Leadership

- Forum for critical discourse: in process for June conference
- Leadership opportunities: Senior leaders will be surveyed about certification program (identifying gaps and needs) so survey about leadership needs could be included. Council has just announced its intention to work on identifying leadership competencies for the system, so I will connect with Don Sinclair to ensure we are not duplicating anything.
- Invite stakeholders: Don Sinclair has been invited to conference, as will Linda Franklin; panel members invited include VPs, HRCC member and Minister Glen Murray (MIR).

### 4. Credibility:

- effective communications:

- working with graphic designer on developing all materials for conference. Will develop hard copy piece to go out to colleges, apart from the magazine
- depending on the success of this project, I will engage the designer to look at the certification and membership materials as well.
- This will work towards a future branding exercise (not this fiscal year)
- Redesigned Website is launching March 1, waiting on some French translation
- Membership development
  - PR students are working on a template for building awareness and recruitment in the GTA, using Seneca College as the model.
- Local ASA Development
  - New pens and sticky notes are ready for college visits
  - Banner development is waiting on graphic design step for continuity
  - ASA meetings planned for George Brown (Feb. 15), Georgian (Feb. 24), Mohawk (Mar. 2) and
  - Meeting with Lambton admin, as part of Certification promotion (by video, TBC February)

**5. Sustainability:**

- New promotional products are all eco friendly products
- Video conferencing being used as an alternative to travelling to Sarnia (more environmentally friendly, but also more efficient for time and cost)

## 2. Membership Stats

	Current Membership								
Region	2007/08 Admin Staff *	2008/09 Admin Staff *	2009/10 Admin Staff *	Apr-08	Jan-10	April/June 2010	Sept/Oct 2010	Dec. 2011	% Membership
<b>EAST</b>									
Algonquin	143	149	158	79	88	91	88	91	58%
Durham	101	103	89	15	18	18	18	19	21%
Fleming	52	51	50	6	14	14	13	13	26%
La Cité	49	61	57	29	35	37	35	34	60%
Loyalist	42	45	45	24	27	27	25	29	64%
St. Lawrence	42	42	45	20	22	23	27	30	67%
<b>REGIONAL TOTALS</b>	<b>429</b>	<b>451</b>	<b>444</b>	<b>173</b>	<b>204</b>	<b>210</b>	<b>206</b>	<b>216</b>	<b>49%</b>
<b>NORTH</b>									
Boréal	55	58	61	7	7	7	5	4	7%
Cambrian	64	60	63	35	38	39	40	39	62%
Canadore	27	26	23	10	9	10	9	9	39%
Confederation	66	66	66	45	45	41	44	45	68%
Northern	20	22	22	10	11	12	12	13	59%
Sault	39	42	43	20	14	15	16	15	35%
<b>REGIONAL TOTALS</b>	<b>271</b>	<b>274</b>	<b>278</b>	<b>127</b>	<b>124</b>	<b>124</b>	<b>126</b>	<b>125</b>	<b>45%</b>
<b>CENTRAL</b>									
Centennial	114	117	126	44	41	43	43	46	37%
George Brown	153	163	178	58	66	66	66	66	37%
Georgian	93	104	106	47	51	52	48	50	47%
Humber	187	198	208	32	27	29	27	27	13%
Seneca	157	160	156	35	33	33	33	35	22%
Sheridan	128	140	147	22	20	23	23	23	16%
<b>REGIONAL TOTALS</b>	<b>832</b>	<b>882</b>	<b>921</b>	<b>238</b>	<b>238</b>	<b>246</b>	<b>240</b>	<b>247</b>	<b>27%</b>
<b>WEST</b>									
Conestoga	77	91	101	0	1	2	1	1	1%
Fanshawe	106	116	123	52	57	60	59	58	47%
Lambton	28	29	28	8	11	13	13	14	50%
Mohawk	94	98	91	38	39	41	43	36	40%
Niagara	68	71	78	31	33	33	32	30	38%
St. Clair	63	57	52	4	3	3	3	3	6%
<b>REGIONAL TOTALS</b>	<b>436</b>	<b>462</b>	<b>473</b>	<b>133</b>	<b>144</b>	<b>152</b>	<b>151</b>	<b>142</b>	<b>30%</b>
<b>PROVINCIAL TOTALS</b>	<b>1968</b>	<b>2069</b>	<b>2116</b>	<b>671</b>	<b>710</b>	<b>732</b>	<b>723</b>	<b>730</b>	<b>34%</b>
Associate members					3	5	5	7	
Total Members					713	737	728	737	
Retiree members					19	20	20	24	
* Based on Council Statistics									

**Committee:** Governance Committee

[http://www.ocasa.on.ca/governance\\_committee](http://www.ocasa.on.ca/governance_committee)

**Chair:** Chris Fliesser

**Mandate:** The purpose of the Governance Committee is to advise and assist the board to fulfill its legal, ethical, and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of board activities, and evaluation of board members' performance.

**Recent Meetings:**      • January 19, 2011

**Agenda/Decisions:** 1. Board Vacancies: Nomination Form would be the basis of the nomination process, where membership will be invited to submit nominations, due 30 days in advance of the AGM (according to bylaws). The Board and Governance committee can also encourage nominations from membership. Each year, specific competencies would be highlighted.

2. Recommend that only four positions be replaced for next year, rather than six. Therefore, two current board members who were intending to leave in June need to be asked to stay.

3. Code of conduct: recommended that this be on the next Board meeting agenda.

**Next steps:** Begin nomination process, in coordination with OCASA office communications.

**Next meeting:** TBA, as needed.

**Motions before the Board:** MOTION: That the nomination form provide the basis for the Board Nomination Process.

Moved:

Seconded:



Board of Directors Nomination Form  
2011 Elections

**Deadline for submission: May 20, 2011**

*Please type in the fields provided below.*

Name of Nominee

College

Title

☐ Work or ☐ Home contact phone #

Email address:

☐ Active Member      OR      ☐ Retiree Member

Nominee's Signature in acceptance of nomination \_\_\_\_\_

OCASA Member as seconder #1:

OCASA Member as seconder #2:

Name

Name

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Areas of interest/ skill sets (i.e. financial, strategic, etc.)

## Board Member Job Description

Full details can be found at [www.ocasa.on.ca](http://www.ocasa.on.ca) in the Board of Directors' Guide.

1. Regularly attends board meetings and important related meetings:
  - 2 videoconference meetings (November & February), 2 hours duration each
  - 2 face-to-face meetings:
    - Proceeding June Conference (3 hours)
    - August (Toronto) (4 hours)
2. Makes serious commitment to participate actively in committee work:
  - Required to join at least one board/staff committee, which meet by teleconference 4-6 times/year (one hour each)
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
  - all board meeting materials will be provided at least one week in advance of meeting, posted online for easy access
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising/business development for the organization:
  - the board is responsible for sponsorship and business development

## Specific Competencies needed: (for discussion by governance committee)

- **Communications**
- **business development**
- **professional development**
- **client service**
- **High level experience in system to initiate discourse at a senior level**

Please email to: [diane.posterski@ocasa.on.ca](mailto:diane.posterski@ocasa.on.ca) or fax: 1-866-742-5430  
All nominations will be forwarded to Chris Fliesser, President and Board Chair.

## **OCASA Bylaw Amendment governing vacancies and nominations**

### **Term**

Directors shall be appointed for a term of three (3) years, commencing at the commencement of the annual meeting at which the appointment of such individuals to the Board of Directors is to be effective, provided that at the first meeting of the Members, at which time the Board of Directors shall be elected, the term of office for such first Board of Directors shall be as follows:

- (a) One-third (1/3) of the Directors shall be elected for a term of one (1) year;
- (b) One-third (1/3) of the Directors shall be elected for a term of two (2) years;
- (c) One-third (1/3) of the Directors shall be elected for a term of three (3) years.

No director shall be eligible to serve more than two consecutive terms, except in the case of a Past President who may hold office during the term of his or her successor. A member who has served two consecutive terms shall not be eligible to serve again as a Director before the passing of at least three years.

### **Election**

The members of the board of 12 shall be:

- i. the immediate Past President;
- ii. 8 elected regional directors, with two per Region. A regional director must have their primary residence or workplace in the region they serve; and
- iii. 3 directors at large, which may include a retiree member.

Directors shall be elected by a majority of the members in attendance personally at the annual general meeting of the Corporation or by proxy in the manner set out in these by-laws. The election of directors shall be conducted by secret ballot. The candidate or candidates with the largest number of votes shall fill director vacancies where the number of candidates exceeds the number of vacancies filled.

### **10. Nomination of Directors**

Nominations for vacant Director positions shall be submitted in writing to the Chair of the committee responsible for nominations at least 30 days in advance of the meeting at which the vote is to be held. It shall contain the signature of two members of the corporation in good standing and a signed acceptance of the nomination by the nominee.

**Committee:** Finance / Audit Committee

**Chair:** Rick Helman

**Mandate:** The Finance & Audit Committee is established to assist the Board in the following:

1. Finance
  - a) setting financial goals and developing policies and practices to ensure those goals are met;
  - b) reviewing financial progress and recommending annual budgets.
  - c) overseeing the audit process, and reviewing the audited statements prior to the AGM presentation.
2. Audit Oversight
  - a) liaise with Auditors re: scope, timing of audit
  - b) review draft audited statements with Auditors
  - c) review and assess internal controls
  - d) receive and act upon Auditor's recommendations in Auditors' Management Letter
  - e) recommend annual Financial Statements, appointment of Auditor, and approval of fees

**Recent Meetings:** None. Due to conflicts with schedules, and a new committee being formed, Rick Helman and Diane Posterski met to review the financials in preparation for this meeting.

**Agenda/Decisions**

1. Unofficial Year end financials
2. Audit

**Next steps:** Establish new committee

**Next meeting:** TBA

**Motions before the Board:** Motion: that the Financial Report be received.  
Moved:  
Seconded:

**ONTARIO COLLEGES ADMINISTRATIVE STAFF ASSOCIATION (OCASA/APACO)**



	Unofficial Fiscal Year end 2010	Approved Revised Budget 2010	Notes
<b>REVENUES</b>			
1 Memberships	190,629	197,425	memberships declined over the summer.
2 Retiree Members	300	2,000	
3 Interest Income	60	100	
4 Annual PD Conference:	42,300	41,000	
i Registrations	37,250	36,000	
ii Sponsorships	5,050	5,000	
5 "College Administrator" Magazine	6,975	5,000	
6 Other revenues: (Affinity Programs)	40	1,500	
i CHERD revenues			
ii Annual Sponsorships/web advertising			
iii Johnson Insurance Admin. Revenues	40		
	<u>240,304</u>	<u>247,025</u>	
<b>EXPENSES</b>			
<b>Member Support, Services and Development</b>			
7 Provincial Representation:	6,629	5,200	
i ACC/OCASA	1,854	1,500	
ii CAAT Pension	538	-	meetings with Pension not previously scheduled
iii Insured Benefits Cttee	1,911	750	increased costs due to overnight travel for reps
iv Retiree Benefits Cttee	131	200	
v CollegesOntario Conference	1,752	2,000	
vi Other	443	750	
8 Member Services:	13,535	16,000	
i Legal Consultations	7,110	5,000	
ii Excellence Awards	223	3,000	
iii Members' Bursary	1,500	2,000	
iv Research	214	1,000	
v. Website/Technology	4,488	5,000	Accrued payable - estimate
9 Professional Development:	42,095	42,700	
i Annual PD Conference	39,566	39,700	
ii Members	77	1,000	
iii Staff and Board	2,452	2,000	
10 General Meetings:	8,068	17,000	
i Annual Business Meeting	6,455	7,000	
ii Fall Business Meeting	0	10,000	FGM not held, replaced by video board meeting
iii Board Meetings	1,614	-	
11 Recruitment:	6,740	6,500	
i College Visits	1,355	1,000	
ii Recruitment Fund Grants	2,160	4,000	
iii Promo Products	-	750	
iv Other	3,225	750	increased printing and postage costs
12 Other Marketing/Communications:	11,384	14,500	
i Communications Consultant	10,019	10,000	

ii	College Administrator Magazine	389	1,000	<i>includes translation costs; we mailed fewer directly so cost was absorbed by publisher significant work is being done in January/February and will be in 2011 financials</i>
iii	Translation Services	976	3,000	
iv	Other (Design)	-	500	
<b>TOTAL Member Support, Services and Develo</b>		<b>88,451</b>	<b>101,900</b>	
<b>Office and Administration:</b>				
	<i>Executive Director (Salary&amp;Benefits)</i>	92,810	94,166	<i>budget should have been 92,810</i>
	<i>Administrative Support</i>	16,611	15,000	
	<i>CRA</i>	4,192	4,200	
i	<i>Office personnel</i>	113,613	116,767	
ii	Premises Costs	8,075	7,725	
				<i>e-commerce set up fees for online conference and application; and moneris processing fees</i>
iii	Bank Services	3,605	1,600	<i>annual fees are under review for 2011 to review this expense: 3 phone lines, internet, teleconferencing &amp; mobile</i>
iv	Telecommunications	4,701	3,400	<i>legal consultations for general member issues (Bill 16, terms &amp; conditions), bylaw amendments; audit fees</i>
v	Professional Fees (Legal; Audit)	15,162	7,000	
vi	Postage/Courier	1,643	1,500	
vii	Printing	113	500	
viii	Travel Misc.	399	500	
ix	Supplies and Other	1,692	2,000	
x	Furniture / Equipment	1,815	2,000	
	Telephone system	-	-	
	furniture	-	-	
	computer upgrades	1,815	2,000	
xi	D & O / Fudiciary Insurance	728	1,000	
xii	Miscellaneous	(49.99)	250	
14	<b>Committees:</b>	-	-	
<b>TOTAL Office and Administration:</b>		<b>151,497</b>	<b>144,242</b>	
<b>TOTAL Expenses</b>		<b>239,949</b>	<b>246,142</b>	
<b>NET IMPACT on RESERVES</b>		<b>355</b>	<b>883</b>	
	Opening Surplus 2010	34,949		
	2010 surplus	355		
	Opening Surplus 2011	35,304		

**Committee:** Professional Development Committee  
CHERD Steering Sub-Committee

**Chair:** Mary Lou Rainville

**Mandate:** (this mandate has not been formalized)  
*To help OCASA meet its strategic goal around PD, including member needs assessments, program development and promotion.*

**Recent Meetings:** The PD Committee has not met since the spring as the focus has been on the certification program.

CHERD Steering Committee met on: February 3, 2011

**Updates**

- Registration opened first week of January for first two courses.
- 14 people have registered between two courses so far
- Third course is confirmed: Finance for the non-financial manager
- Fourth course is confirmed: Innovation in Administration (Fall)
- Fifth course will be strategic planning, in collaboration with the innovation course

**Next steps:**

- Continue marketing the program (info sessions, CA)
- Continue to develop courses (developing survey for input from senior leaders and HR)
- Working with CHERD on the evaluation process and form
- Working on bringing instructors together for a teleconference call; they will also visit courses while in progress to build cohesion in the program.
- Communications with registrants to monitor through program

**Next meeting:** TBA.

**Motions before the Board:** None.

**Committee:** Taskforce Paybands 5-8

**Chair:** Sheryl Furlonger

**Mandate:** The Task Force is established to assist the Executive Committee in developing an advocacy plan for administrators in paybands 5-8.

In particular, the committee is asked to consider the following:

- Research: informal survey of issues from task force members; possible formal survey of administrators in these paybands
- Education: determine education requirements including job evaluation and compensation programs, and professional development needs
- Advocacy: make recommendations to the Executive Committee about key issues

**Recent Meetings:** December 3, 2010

**Agenda/Decisions**

- Reviewed the final results, pleased with 60 respondents
- Agreed that a formal report should be prepared, sent to Executive Committee and Board of Directors for review.
- There was expressed interest in offering a special track at the PD Conference in June.

**Next steps:**

- Preparation of report for members and partners
- Board to determine best advocacy plan.

**Next meeting:** TBA

**Motions before the Board:** Motion: That the Payband 5-8 Survey Report be received.  
Moved:  
Seconded:  
\* Final version of report is contained in a separate attachment.



**Committee:** Executive Committee

**Chair:** Chris Fliesser

**Mandate:** Act for the Board on urgent matters arising between regular Board meetings in cases where it is not possible to convene a meeting of the Board, and to conduct other business as delegated by the Board to the committee.

**Recent Meetings:** January, 17, 2011

**Agenda/Decisions**

1. Board meeting evaluations (will continue to work with video conferencing)
2. 2011 business plan/ED performance plan (being brought forward at this meeting)
3. Paybands 5-8 advocacy (build awareness and advocacy): full report now available
4. 2010 Financials
5. Personnel: performance review of Executive Director

**Next steps:**

**Next meeting:** April TBA

**Motions before the Board:** Salary recommendations: IN CAMERA