

## **Executive Committee Meeting**

April 1, 2016

Elgin Room - New Street Ed office

3250 New Street, Burlington, ON

9:00 a.m. - 2:00 pm

Present: Dario Rossit, Kevin Shea, Cheryl Lovell, Dave Graves, Wade Richardson, Sue Phillips, Bob Fularski, Sergio Borghesi, Roy Smith, Carol Rossit, Matt Sloan, Karen Linehan-Caulfield, Bob Corney

Regrets: Jeff Piro, Paul Fraser

### **1. Welcome, Celebrations, Introductions, Notices Kevin**

Dario Rossit's Father passed away-our thoughts and prayers are with his family

### **2. Approval of Minutes – March 4, 2015 Kevin-approved**

### **3. Business Arising from the last meeting/minutes Kevin**

## **LIST OF ACTION ITEMS**

**ACTION ITEM: Kevin to put together video message and flyer for next month (March) promoting Conference-Flyers completed, but not video.**

**ACTION ITEM: Roy to develop data base to include current Board Leads, OYAP Coordinators, SHSM Leads, Science and Technology Leads from each Board. Not Complete. Working on it**

**ACTION ITEM: Sergio to ask Yolanda to put together a slide show presentation using last year's conference. Dario to bring USB of 2015 pictures to Kevin for next meeting April 1<sup>st</sup>. Done. Yolanda working on it**

**ACTION ITEM: Vice Chairs to provide Dave Graves with names ASAP and if single or double rooms: Almost complete. Have about 3 rooms left for additional delegates**

**ACTION ITEM: Bob to speak with Joe Sabatini how best to go about numbering invoices. Talked to Joe and said if dates put on invoice, that will suffice**

**ACTION ITEM: Kevin to provide Dave Graves OYAP Lead who had asked about OYAP table. Done**

**ACTION ITEM: OCTE Executive to come up with pros and cons as to whether we should have a locked access for OCTE funded projects. On Agenda for today**

**ACTION ITEM: Carol to send an invoice to Bob Fularski for writers: Done**

**ACTION ITEM: To appoint someone for Policies and Standards. Kevin Shea Appointed for the interim.**

**ACTION ITEM: Cheryl to create sample letter for next meeting that would be sent to Directors naming winners of awards: Done-Cheryl**

**ACTION ITEM: Carol to send out blurb provided by Cheryl/ Kevin advertising Conference to past Elementary conference attendees: Brochure sent out**

#### **4. OCTE Conference - Workshop and Vendor updates Dave/Wade**

Registered Conference Delegates 148

9 Wednesday night

67 Thursday night

55 Friday night

270 rooms, 139 rooms short

Another blast to be sent out one week before the new deadline April 17<sup>th</sup>

90 committed Elementary teachers through STAO-Sheila. Rooms are booked

Vendors-33 vendors to date, down a little bit, but confident-Last year had 44

Lunch on Saturday- in the Grayden Room. Will have to increase the number according to Elementary registrants.

40 people booked for coffee and lunch for Board Leads 8:30p.m.-3:00 p.m. Please advise Board Leads to meet with Vendors for first session

\$1000 bursary being given to Elementary, needs to be clarified that this money goes to the teacher to purchase equipment for Science and Technology Equipment

Dave displayed delegate bag for this year and the bag as suggested is smaller than last years. Studica and General still sponsoring the Wine and Cheese event. Still waiting for Javelin

Up for Elections this year are Chair of OCTE (Kevin Shea), Elementary Vice Chair (Cheryl Lovell), Secondary Vice Chair (Sergio Borghesi)

Kevin-Elementary registration fee of \$100 includes the HST.

Kevin asking if Dave Graves will continue to be conference Chair for 2017 Conference. Dave Graves has agreed

#### **5. Board Leads Update Roy/Dave F.**

Next meeting will be day prior to OCTE Conference. Will send out reminder to LEADS encouraging them to register. Roy's Board (DSBN) H&S officer conducted Air testing around 3D printers. Most printers passed. Halton Board has banned 3D printers. Comes down to type of plastic being used especially ABS plastics

Roy is meeting with Dave Lewis to finalize agenda for the day at the conference. Letter to Liz Sandals is being worked on

#### **6. Treasurer's Report - Discussion Bob**

Message from Deloitte-They have filed HST claim on our behalf and expect to get cheque for \$3605.23

#### **7. Website -Moving OCTElab.com Kevin/Sergio**

Any thought to putting documents behind a "Firewall" Karen and Cheryl agree, we should do this. Dave Graves suggested this would be a benefit for "members" only.

## 8. Constitution and Bylaws Bob C.

Thanks to Sergio and Yolanda for getting Constitution updated on the website. I am hoping that there will be an opportunity to have some input on the changes. Bob is hoping that someone new will approach him as this is his final term with OCTE-He is resigning at end of Conference.

## 9. Membership and Conference registration up-date Carol

531 members

20 affiliated boards

Heaviest in Construction, Manufacturing

Concern that since the extended date change March 29<sup>th</sup>, the fee being charged is \$350.50, not \$395.50

Membership and Conference Details

March 31 2016

Board's affiliated	20
total revenue	\$34,299.08
invoices	
outstanding	0
total Outstanding	\$0.00

Member Registration @ \$62.15

Number of

Members	531	last year at this time 673
---------	-----	----------------------------

Student (free)	11
----------------	----

Individual	
Members	73

Honourary	
Members	5

Affiliated Members	442
--------------------	-----

Conference Registration

Number of	
Attendees	100

Early Bird		
Members	140 @ \$395.50	last year at this time 117

Member		
registration		\$495.00

Non Member		\$621.50
------------	--	----------

Board's Registered	32	for conference
--------------------	----	----------------

Universities	1
--------------	---

Conference Attendees

Classifications

Communications	23
----------------	----

Construction	34
--------------	----

Computer Studies	15
------------------	----

Green Industries	8
------------------	---

Hairstyling	14
Health Care	3
Hospitality	13
Manufacturing	25
Technical Design	34
Transportation	35

## 10. Report of Committees

### I. Communications Sergio

- **Website:**

- ♣ the full conference presentation descriptions have been posted with the most recent requested changes
- ♣ Yolanda is working on posting the 2015 photos and creating a slideshow of those photos
- ♣ I continue to ask for your assistance in checking your specific division/department content to ensure the web site is up-to-date
- ♣ We are currently at the design phase of the web site restructuring.
- ♣ A design document is being developed from which a firm quote can be established

#### Publications:

- ♣ I have yet to receive articles so my team is working on creating our own. We have some ideas but we still need more articles and quickly!
- ♣ work on the conference program guide is well under way now that all conference presentations have been confirmed

#### Social Media

- ♣ The GoogleGroups and Constant Contact continue to be a great sources through which we communicate to our membership and tech stakeholders

#### Marketing

- ♣ we continue to solicit potential advertisers for our program guide. We had one company confirm a one page ad and business card but for some reason pulled out yesterday
- ♣ I have asked Paul to review Dario's list of marketing initiatives so that we continue to do all we can to promote our organization

### II. Human Resources Susan

No Report at this time

Membership  
Awards Dave

### III. Curriculum Karen- OCTE Safety Lesson Update

38 of 60 videos ready to go. Karen played one of the videos for Executive. Bob Emptage would like to attend a OCTE meeting to present to us. Perhaps he could come to Fern and meet with the Curriculum Committee on Saturday.

PD Bob  
Health and Safety Wayne/Karen

#### **IV. Elementary (STAO) Cheryl / Susan**

Cheryl, provided a draft letter to be sent to Director's of Education of winning delegates from their Board. Will draft one similar for Elementary

STAO and Elementary committee met after last OCTE meeting for planning workshops for the Conference. Sheila has communicated that she will provide funding for 90 delegates. 30-primary, 30 junior, 30 intermediate. Delegates must attend fall STAO Conference as well in order to attend. Delegates will be provided with a kit (\$300 value). Sue has sent Sheila email to have the elementary teachers register online.

#### **11. New Business –**

Kevin attending Skill Ontario closing ceremonies

People up for re-election, Kevin Shea (running), Cheryl Lovell (running), Sergio(not running)

Coffee house at Skills-who is available to man the booth? May 2, 3<sup>rd</sup>-Bob Fularski and Sue Phillips-8:30 a.m. Dave has OCTE Banners in his garage. Dave Graves and Kevin will work on one page flyer to hand out.

Dave Lewis is still using 3D printers at Halton DSB. Rob DeRubeis indicating that more money be placed into GSN, especially for Math programs. Perhaps OCTE can work with Math Departments to develop CLA's to incorporate Math and Technology.

Fern-2016 Emphasize that if delegates are attending, they should stay for entire weekend. Please try to car pool to Fern

#### **LIST OF ACTION ITEMS**

**ACTION ITEM: Roy to develop data base to include current Board Leads, OYAP Coordinators, SHSM Leads, Science and Technology Leads from each Board. Not Complete. Working on it**

**ACTION ITEM: Sergio to ask Yolanda to put together a slide show presentation using last year's conference. Dario to bring USB of 2015 pictures to Kevin for next meeting April 1<sup>st</sup>. Done. Yolanda working on it**

**Meeting Adjourned: 11:05 a.m.**

**Next Meeting: May 12,2016 3:00 p.m. This is not an Executive meeting, but a planning meeting for the conference.**