

## **Executive Committee Meeting**

December 3, 2015

9:00am – 11:00am

Conference Call

**Phone # 1-866-602-5091**

**ID # 5058892**

**Dario Rossit, Kevin Shea, Dave Graves, Sergio Borghesi, Carol Rossit, Bob Fularski, Karen Linehan-Caulfield, Bob Corney Cheryl Lovell, Sue Phillips**

**Regrets:** Matt

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

Wednesday Dec 2<sup>nd</sup> Bob Fularski attended Ontario Skills event on our behalf

### **2. Approval of Minutes – November 6, 2015 Kevin**

Karen motion to accept minutes, Sue Phillips 2nd

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

-Checkbox for Conference-Sergio-Vaxxine is working on this

-Kevin to send letter to unions, Board Leads and Directors of Education, SO's. Dave Graves will send final draft today. Also to be sent out to members only first, then posted on our website

-Sue Phillips compiled list of OCTE Executive and sent out to Exec. Bob Fularski can now send out to Insurance company

Kevin registered as a OCTE member December 2<sup>nd</sup> and receipt still indicates 2014-2015

### **4. OCT Meeting - November. 16th Dave/Kevin**

Kevin and Dave Graves met with OCT and Mike Salvatori, productive meeting, 90 min meeting. Will take some time to process through different levels of government. Could be 2-3 years before credentials recognized

### **5. Memo to go out on Teacher Qualifications Dave/Kevin**

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

Bob indicates that OCTE has to provide incorporation papers every 5 years and provide report. Meeting next Friday with Financial person from bank to finalize GIC. Suggestion to make one GIC for amount that we would owe the Hilton Hotel for a conference. Not all writers paid as not all have submitted final projects

### **7. OCTE Executive structure – Board of Directors Sue/Kevin**

Kevin and Sue to meet around the new year to discuss

### **8. Affiliation/Membership information Kevin**

Kevin did send out membership information few weeks back

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

### Membership and Conference

#### Details

DEC 2 2015

Board's affiliated	14
total revenue	\$21,417.08
invoices outstanding	2
total Outstanding	\$3,842.00

#### Member Registration @ \$62.15

Number of Members	114
Student (free)	10
Individual Members	17
Honourary Members	2
Affiliated Members	85

#### Conference Registration

Number of Attendees	7
Early Bird Members	7 @ \$395.50
Member registration	\$495.00
Non Member	\$621.50

15 Boards affiliated with 2 outstanding Boards (as of Dec2)

Brant Haldimand Norfolk  
District School Board of Niagara  
Dufferin-Peel Catholic District  
Durham District School Board  
Halton Catholic District School Board  
Halton District School Board  
Huron-Perth Catholic DSB  
Limestone District School Board  
Niagara Catholic District School Board  
Ottawa Catholic District School Board  
Ottawa-Carleton District School Board  
Simcoe Muskoka Catholic District School Board  
Thames Valley District School Board  
Waterloo Catholic District School Board  
Waterloo Region District School Board

How do we get members from these Boards to sign up now that a Board is affiliated?

## Conference Report-Dave Graves

Only 2 presentations not spoken for. Elementary Registration

Can someone contact the OYAP coordinators if they are willing to attend May Conference.

OYAP students may be visited by Ministry of Labour for work site visits. OYAP

Coordinators were suggested that they contact OCTE for assistance.

Coordinators and Vendors having a closed session with the Vendors (1<sup>st</sup> session)

Met with Debbie and rearranged the rooms at the Hilton Hotel

## 10. Report of Committees

### I. Communications Sergio

- Website:
  - ♣ all requests have been posted.....latest of which was the conference 'quick reference guide' for elementary and secondary
  - ♣ the full presentation descriptions will be posted over the next few day
  - ♣ a reminder to check your specific division content to ensure the web site is up-to-date
- Publications:
  - ♣ the newsletter is now complete....a last minute change request had to be made so the original distribution date was delayed. It officially went out yesterday
  - ♣ we are hoping to have another newsletter out before the conference so please submit articles as soon as possible
  - ♣ the second newsletter is targeted for a mid-February release
- Social Media
  - ♣ no report other than tweets, blogs, and membership communication seem to be working well
- Marketing
  - ♣ the "OCTE affiliation and membership has its benefits" that was sent out has had a positive impact. Paul Fraser reported that based on the document, Durham Catholic has affiliated and the Superintendent presented the document to their Administrative Council
  - ♣ more work will be done to tweak this document by complimenting it with previous promotional documents (e.g., top ten reasons to join OCTE and OCTE Roles and Responsibilities)
  - ♣ the advertisement initiative is well under way
  - ♣ as mentioned at our last meeting, we are reaching out to anyone interested in advertising through our 2016 conference program guide
  - ♣ a small promotional package is in its final stages of development with the hope of sending it out through our current social network and Dave/Wade's distribution network after the Christmas break
  - ♣ the advertisement options include full page advertisement (\$500.00), page sponsorship (\$250.00), or business card ads (\$100.00)
- Sergio reminding that any good news articles to be submitted for next article

## **II. Curriculum Karen**

### **· ISLPP Update Karen**

We finally received the last two invoices from writers and Bob will issue those cheques. We are in contact with Erin Carey who is busy with the planning of the video production. Plan is to shoot and record in December, with editing in January followed by review and giving feedback. We need to stay within our deadlines with regard to the MOE contract so I will ask Erin to send an invoice (1/2 of the contract amount) to be paid before the end of the year. Our intention is to have the project wrapped up by end of January, at the latest. OCTE best practices contest update: we have 2 more submissions for our OCTE best practices contest for November!! We will have an article ready for the February newsletter featuring our contest winners to date. Karen's submission for next proposal sent to Kevin and Kevin will forward to Maureen Callan

### **· PD Bob Fularski**

Bob did send out two Canadian Tire Gift Cards to PD Writers. Bob and Karen to write short article with names of winners and submit to Sergio

### **· Health and Safety Wayne Cramp-No report**

**III. Awards (e-mail Report) Dave-**Has the on-line form been sent out? \$500 bursary award to be awarded to winners school/Board

## **IV. Constitution & Bylaws (Succession plan) Bob**

Following discussions at the last meeting regarding the Board of Directors process, the Constitution has been revised to include:

- 1) Rewording of parts of Sections 4 and 5; Board of Directors (mostly with changing the references of "Corporation" to "Council"
- 2) Adding a Board of Directors structure
- 3) Adding a Board of Directors qualifications
- 4) Adding Overall Responsibilities
- 5) Adding the Selection Process

In addition, Appendix 2: Affiliated Groups. Added Technological Board Leads and their responsibilities.

Prior to the AGM, these revisions will be sent to Sergio for posting on the OCTE web-page for perusal prior to voting for acceptance.

35 days prior to the Conference OCTE Exec to receive Constitution, 21 days prior to Conference, needs to be posted on our Website

## **V. Elementary (STAO) Susan**

- Elementary Committee Report – December 3, 2015
  - Sue and Ingrid from the Elementary Committee attended the STAO conference November 12, 13, and 14 – very successful workshops (primary 18, junior 20 and

intermediate 20) and very successful contacts made while at the booth

- Two new vendors showed interest in our conference, I have passed their information on to Wade (Laura Sykes from The Foundation for Student Science and Technology and Carly Kurr from Flinn Scientific Canada)
- Michael Atkinson is to get in touch re: safety work – he has not done so yet
- Douglas Vallance is interested in joining our Elementary Committee
- Dave Doucette from Fast Motion Studios is interested in having us involved in a Secondary Technology teachers focus group in order to figure out how to encourage more students to pursue this as a career – offered to give us a tour and talk to us – this is a growing career area and they seem desperate for people
- Kidder tweeted our OCTE booth while we were at the conference and offered to put our brochures into their catalogues so I gave him our extra copies and he will copy more to put in – if we send him a copy electronically, he will put it on their website – is there any problems with this? Anything we need to know before doing so?
- STAO is looking for people to join us in preparing our joint workshops – updates to come
- Process to book New Street for our February weekend planning meeting has begun – we may need to pay this year – more information to follow as it comes in
- Lesley Andrews is coming next week to meet with me re: what she can do to support OCTE in Halton – affiliation and conference promotion

## **10. New Business**

We still have Elementary candidates going to Teachers college that we could invite to become OCTE members. Carson Allard may be able to give information as to who is in charge at the faculties.

**Kevin Shea Move to offer Dave Graves opportunity to Chair 2017 OCTE Conference.**  
Cheryl Lovell 2<sup>nd</sup>. Dave Accepted

**ACTION ITEM: Cheryl will contact Carson for list**

**ACTION ITEM: ADHOC Committee to work on Bursary report for next February(6) meeting**

Paul Fraser developing ELL(English Language Learners). Might be a proposal that OCTE should consider to write.

**Meeting Adjourned: 9:59 a.m.**

**Next Meeting February 6<sup>th</sup>-Elgin Room**