

Executive Committee Meeting

March 4, 2016

Elgin Room - New Street Ed office

3250 New Street, Burlington, ON

9:00 - 2:00pm

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

Regrets: Roy Smith, Matt Sloan, Wade Tower, Jeff Piro

**1. Welcome, Celebrations, Introductions, Notices Kevin
Dave Graves Birthday celebration**

2. Approval of Minutes - February 5, 2015 Kevin
Approved: Cheryl Lovell 1st, Karen 2nd

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-Not Completed yet, but script is

ACTION ITEM: Bob Corney proposes that if Executive member needs supply coverage (up to 1.0) for the Thursday meeting May 12, 2016, be approved. Second: Cheryl Lovell. To be revisited following year

ACTION ITEM: Kevin to contact Mario to discuss how to upload and protect videos with password/firewall.- Done

ACTION ITEM: Karen to send Carol list of writers to ensure they are paid members- Done

ACTION ITEM: Bob Fularski to release remainder of funds to Erin for producing remaining videos.- Done

ACTION ITEM: Is it possible to have a workshop session available for OYAP Coordinators? Dave Graves to respond- Done, but only want a table, not a session

ACTION ITEM: Discussion-Proposal writers should be compensated for their work IF, the Ministry grants - To Be Discussed today

ACTION ITEM: Karen to send Carol list of writers to ensure they are paid members- Done

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

ACTION ITEM: Carol to provide Paul Fraser by Feb 10, 2016 list of Boards, members registered so he can show Board Leads how many of their members are registered-Done, but to Roy Smith

ACTION ITEM: Dario to contact last year's photographer to see if interested in photoshoot for this year's conference-Done

ACTION LIST:Kevin to follow up on Google Nomination form to ensure only awards committee (Cheryl Lovell, Dave Cianfrini) get nominations when "Send" or "Submit" icon is clicked-Done

ACTION ITEM: Karen to Respond to Bob Emptage with regards to E-Learning-Done

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

Photographer – Carly Deslippe. All pictures from the photographer from last year, what is the plan. Should we upload pictures during conference. **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 1st.**

Mid December 48 presentations ready to be posted, only 3 to go as of last month, only 1 more to go now. All presentations on the website and confirmed that they are correct. Yolanda can use these for the booklet. Delta has asked if we could switch some rooms for Delta to accommodate a one week rental. Yes. Board Leads room booked and lunch will be paid for by OCTE. 28 vendors confirmed, the others are being reminded. Studica and General donating \$1,500.00 towards wine and cheese. Javelin also will donate \$1,500 towards wine and cheese. 6 Sponsors have paid for Enviro delegate bag, Looking for 300 pieces of swag-goodies, not print. Marketing must be done this month as Conference registrations numbers are required for Conference numbers to be negotiated with Hilton Hotel next month. Vendors booked so that Board Leads can visit their booths (Friday morning). **ACTION ITEM: Kevin to provide Dave Graves OYAP Lead who had asked about OYAP table.** Early Bird rate to change from March 31st to April 17th. Conference Thank you cards being made by Karen Sherlock for Presenters. Cheryl and Sue will be attending conference and asking if they should register for full conference? No, only register for Saturday.

Fern is asking for commitment for June 10-12, 2016 for Fern Mini Conference. **ACTION ITEM:Vice Chairs to provide Dave Graves with names ASAP and if single or double rooms**

5. Board Leads Update Roy/Dave F.

6. Treasurer's Report - Discussion Bob

Bob - Books went to Joe Sabatini, returned and sent to Deloitte Touche to be completed by March 31st. Still owe Erin \$31,000.00

7. 2016 Summit on Talent and Skills Bob

At OUIT in gym, number of Politicians, WYNN, Gail Smyth, Talking about getting society of children ready for future, take responsibility for their own learning,

8. Consultations on Policy Framework Kevin

Email from Ministry of Education to OYAP, OCEA, OCTE addressing issues about relevance and experiential learning. Meetings will be held in the next month and all parties invited. Dates not set yet.

9. Invoicing possible marketing ads Sergio/Paul/Bob

Looking at possibility of placing ads in Program guide. Bob Fularski reports we can invoice companies for ads. We need to have a format for invoicing. Invoices should have a number system. **ACTION ITEM: Bob to speak with Joe Sabatini how best to go about this.**

10. Website -Moving OCTElab.com Kevin/Sergio

Sergio-12 videos must be posted with open access as funding was provided by Ministry of Education. The other 48 videos funded by OCTE should be accessed by password. OCTE to seek a company that can set this up for OCTE. Vaxxine has been contacted as to providing format, quote. **ACTION ITEM: OCTE Executive to come up with pros and cons as to whether we should have a locked access for OCTE funded projects.**

11. Awards – adhoc report and moving forward Cheryl/Kevin

Teleconference call few weeks back, Dave, Karen, Cheryl and Kevin, plan that initial \$5,000 will remain status quo. New bursary (3) \$1,000.00 winners to school to be awarded to Technology student. Cheryl-Research done, letter to Director, Principal, teacher, that bursary be awarded to student by teacher. Cheque made out to the student and must be presented at a high profile presentation (graduation, Board meeting) Dario suggested that minimum of 6 technical credits be added to criteria. Also cheque should be made out to student, not post secondary institution. **Leadership, Elementary, Secondary 3 categories**

12. OTF Summer Workshop Proposal Paul/Kevin

Timelines for next OTF meeting is during the conference Dates. To be revisited next year

13. Membership and Conference registration up-date Carol

Purchase receipt generated still has 2014-2015 date on form-Form generated by Vaxxine

Membership and Conference Details

March 2 2016

Board's affiliated 19

invoices

outstanding 2

total Outstanding \$5,085.00

Member Registration @ \$62.15

Number of

Members 416

last year at this time 544

Student (free) 10

Individual Members	41	
Honourary Members	5	
Affiliated Members	360	
Conference Registration		
Number of Attendees	55	
Early Bird Members	55	@ \$395.50 (last year 40)
Member registration		\$495.00
Non Member		\$621.50
Board's		
Registered Universities	20	for conference
	0	

Lead Writers are they to pay for conference? No, Conference fee covered by Ministry as part of contract for writing

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

14. Report of Committees- Communications Sergio

- **Website:**

- ♣ all recent posting requests are near complete
- ♣ the full presentation descriptions have been posted with the most recent requested changes
- ♣ **a reminder to check your specific division content to ensure the web site is up-to-date**
- ♣ a meeting was arranged with Vaxxine last week to discuss web site options for back end upgrades and migrating all of our resources to our OCTE home site from the portal. As expected, it was confirmed that this would be a substantial undertaking that would require a considerable amount of planning. The next step in the planning process will be to develop a "Design Document" that will outline our goals and expectations. Based on this document, cost, time and human resource requirements can be determined from which a plan of action can be established. The goal is to implement this initiative through the summer.

Publications:

- ♣ please submit articles as soon as possible. Although we are in the early stages of development, we would appreciate submissions now to ensure the creation of an informative newsletter in time for the conference
- ♣ work on the conference program guide has begun now that most conference presentations are 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

- ♣ the advertisement notice is complete
- ♣ as mentioned at our last meeting, we are reaching out to anyone interested in advertising in our 2016 conference program guide
- ♣ although we were hoping to send out the notice last week, it was decided to best wait to firm up an invoicing process with Bob Fularski who will speak to our accountant about best practice
- ♣ the notice will go out once invoice process is established and approved

Newsletters/Marketing

II. Human Resources Susan

Membership

Awards Dave Cianfrini-This online form has been activated and available. **ACTION ITEM: Cheryl to create sample letter for next meeting that would be sent to Directors**

III. Curriculum Karen

OCTE Safety Lesson Update Karen

Erin is awaiting for information from Mike Scott to finish off videos and hopefully ready for March Break. Conference Fee to be covered by ISLPP fund for Erin Carey

PD Dave-“Good news” email was sent out to members and feedback is that huge number of Tech Teachers will be declared surplus (declining enrollment)

Health and Safety Karen-WSIB Video winner uploaded on website

15. IV. Elementary (STAO) Cheryl / Susan - OCTE Elementary Report

March 4, 2016

The Elementary Committee held a Google Hangout Meeting on Wed Feb 10. Five our 8 members connected to our call either partially or entirely. Many things were discussed regarding our conference plans and our upcoming Conference Planning day.

After considerable trials in arranging our OCTE/STAO and in arranging our planning meeting things are finally confirmed as follows:

- Our Conference Planning Meeting: Date: Saturday March 5 :Location: Holiday Inn Hotel and Conference Center ,3063 South Service Road, Burlington ON L7N3E9 Time: 8:30 am to 5:30 pm
 - o Breakfast: continental catered
 - o Lunch: salads and sandwiches catered
 - o Dinner: at Montana’s for those wishing to attend.

Additionally:

1. Should additional time be required for planning on Sunday March 6, an offsite location such as Tim Horton’s may be selected for a few hours.

2. In order to allow Sue and I time to seek a sponsor for some of our materials, each group will hand in a detailed list of required workshop materials by the end of our planning time.

- Succession Planning: Elementary Committee Chair

Ingrid has expressed an interest in taking on the role of Chair of the Elementary Committee, with Terry serving as a co-chair support. Both Sue and I will continue as members of the committee and the Executive reps on OCTE Council. Ingrid will move into the position at our Fern Retreat.

- Promotion:

It is our hope to notify those few people who registered for last year's conference, prior to its cancellation, with a personal note urging them to consider attending this year's conference. Carol has stated she needs a copy of our promotional write up for the Saturday. Sue and I will review the current write up (correct spelling) and verify it is still suitable

ACTION ITEM: Carol to send out blurb provided by Cheryl/ Kevin to past Elementary conference attendees

16. OCEA- Jeff Piro

Registration for the 40th Annual OCEA conference is now open (<http://www.ocea.on.ca/index.cfm>). Many workshops to choose from including EDU will be have a plenary session for the new Community-Connected Experiential Learning document along with two consultation sessions

OCTE Executive and members are encouraged to review the draft Community-Connected Experiential Learning Policy and participate in the consultation process as found at:

<http://www.edu.gov.on.ca/eng/general/consultations/>

Addition of Jerry Slobojan as Vice-President

- Continuing work with MOL regarding resources to support experiential learning placements in the Construction sector.

17. New Business

Update on Board of Directors? Bob Corney, if a Director is appointed, could be invited to Fern in June

Dave Gaves: We need to discuss rates for 2017 Conference, Membership, Affiliation rates. Dave Recommends we keep same rates as this year. If approved, forms for next year can be formatted. Committee agrees to keep same rates. **Motion to keep same rates for 2017.**

Cheryl Lovell 1st, Paul Fraser 2nd. All in favor

Safety Resources for Newcomers-Paul Fraser. OCTE should develop these-possibly at Fern in June

ACTION ITEM: Discussion-Proposal writers should be compensated for their work IF, the Ministry grants monies- To Be Discussed today- If OCTE Executive directs someone to write proposal, they should be compensated.

Skills Ontario-Gail Smyth asking for \$1,500 plus \$1,500 for bursary- Motion to continue to support-Dave Graves, 2nd Sue Phillips. Kevin will be at awards ceremony

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ACTION ITEM: Bob to speak with Joe Sabatini how best to go about numbering invoices.

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

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

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

ACTION ITEM: To appoint someone for Policies and Standards

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

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

Meeting Adjourned: 12:55 p.m.

Next Meeting April 1st, Elgin Room