

## Minutes

### Meeting Details

<b>Meeting</b>	Executive Council
<b>Date &amp; Time</b>	August 17th, 2019 at 10:00 AM - 1:30 PM
<b>Location</b>	Online (Microsoft Teams)

### Revision History

Version	Date	Author(s)	Revision Notes
1.0	August 17 <sup>th</sup> , 2019	Taylor Dallin	Draft Meeting Minutes
2.0	September 19 <sup>th</sup> , 2019	Taylor Dallin	External Meeting Minutes

### Meeting Attendance

Name	Role	Attendance
<b>Voting Members</b>		
Sophia Trozzo	Chief Executive Officer	Y
Tara Rezvan	Chief Financial Officer	Y
Sally Meseret	President	Y
Jade Bilodeau	CBC President	Y
Sofia Zamorano	CBC Vice-President	Y
Sarah Chun	PBC President	Y
Sam Abbott	PBC Vice-President	Y
<b>Quorum Achieved (3/3)</b>		Yes (100%)
<b>Non-Voting Members</b>		
Cameron Prosic	Public Affairs Coordinator	Y
Taylor Dallin	Operations Coordinator	Y
Simon Harris	Policy Coordinator	Y
Arlene Wang	Media Design Coordinator	Y
Lily Sutton	Outreach Coordinator	Y
Justine Mackay	Professional Development Coordinator	Y

## Meeting Minutes

#	Agenda item	Key Points Noted
<b>Opening</b>		
1.	Call to Order	Meeting was called to order at 10:05 AM.
2.	Approval of Agenda	J Bilodeau Seconded by S Meseret
3.	Approval of Minutes	n/a
<b>Information Items</b>		
4.	CEO Address (S Trozzo)	<ul style="list-style-type: none"> <li>- S Trozzo emphasized the need for communication and collaboration</li> <li>- S Trozzo noted that:               <ul style="list-style-type: none"> <li>- Calls should not have to be cancelled last minute; if Executive Council will be missing a call, they should tell the person organizing the call at least 48 hours in advance</li> <li>- Meetings cannot be set up before getting financial approval</li> <li>- When contacting a partner, reach out to S Meseret and S Trozzo first so that they are in the loop</li> <li>- Communication with partners should be nonpartisan</li> <li>- Emails must be answered within 48 hours</li> <li>- Executive Council should be open with each other and start courageous conversations</li> <li>- Executive Council should be careful of what they are posting on social media if they have OSTA-AECO in their bio</li> </ul> </li> <li>- S Trozzo introduced a document regarding setting up the team's mission, vision, team values, team goals, and measure of success</li> <li>- S Trozzo opened the floor to discussion and the Executive Council filled in the document as a team</li> </ul>
5.	Presidential Address (S Meseret)	<ul style="list-style-type: none"> <li>- S Meseret shared that our aim is not just to have a successful year; the Executive Council's purpose is so much bigger in terms of advocating for students across Ontario</li> <li>- S Meseret spoke about not being here to maintain the standard and fix the education system; OSTA-AECO is here to challenge the way in which the system works fundamentally</li> <li>- S Meseret opened the floor to discussion so that the Executive Council could fill in the second half of the document S Trozzo previously introduced in order to set the internal advocacy vision, advocacy goals, and measure of success for advocacy</li> </ul>
6.	Coordinator Updates	<ul style="list-style-type: none"> <li>- C Prosic, Public Affairs               <ul style="list-style-type: none"> <li>- Moving accounts over and increasing efficiency alongside A Dhanjal</li> <li>- Researched PR software programs with useful tools to review articles about OSTA-AECO and monitor online presence</li> <li>- Plans to update social media headers with the help of A Wang to reflect the spirit of OSTA-AECO</li> <li>- Started creating communications presentations for FGM</li> </ul> </li> </ul>

		<p>and Working Group Transitional Conference</p> <ul style="list-style-type: none"> <li>- Answered inquiries on social media</li> <li>- Brainstormed Twitter structure for the year (showcases, highlighting Student Trustees)</li> <li>- Plans to reach out to media sources for Student Representation Across Canada report and E-Learning Survey report</li> </ul> <ul style="list-style-type: none"> <li>- T Dallin, Operations <ul style="list-style-type: none"> <li>- Reviewed applications and selected the Co-Chairs for the 2019-2020 year</li> <li>- Released a memo sharing this information with the General Assembly</li> <li>- Created tentative agenda and an internal agenda for the Working Group Transitional Conference</li> <li>- Hosted a call with S Trozzo, A Qayum, A Macdonald, T Rezvan, and S Meseret to discuss the conference</li> <li>- Sent inquiry for a possible venue</li> <li>- Started creating budget estimate to send to T Rezvan</li> </ul> </li> <li>- S Harris, Policy <ul style="list-style-type: none"> <li>- Reviewed memos through exploring EFIS, the Education Financial Information System where the government releases memos on funding information</li> <li>- Completed data analysis for the E-Learning Survey report and asked Executive Council for constructive feedback</li> <li>- Created a slide deck about Grants for Student Needs (GSNs) and made an accessible version to send to the General Assembly</li> <li>- Thought about contacting the Ontario Library of Archives to look into past documents</li> </ul> </li> <li>- A Wang, Media Design <ul style="list-style-type: none"> <li>- Updated website - Alumni page will be up soon</li> <li>- Created E-Learning Survey report designs</li> <li>- Executive Council voted in a poll on the two report designs</li> </ul> </li> <li>- L Sutton, Outreach <ul style="list-style-type: none"> <li>- Had a call with S Meseret and C Prosic to discuss the Student Representation Across Canada report</li> <li>- Explored ideas for the podcast</li> <li>- Started research on possible multicultural partners</li> <li>- Plans to reach out to contacts for further research</li> </ul> </li> <li>- J Mackay, Professional Development <ul style="list-style-type: none"> <li>- Updated all the conference packages and the student registration form</li> <li>- Finished the FGM registration package and updated board membership slides</li> <li>- Created FGM agenda alongside A Qayum and S Trozzo</li> <li>- Started making master list for conference materials</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>- Created registration form for the Working Group Transitional Conference</li> <li>- Decided on conference swag - order will be sent soon</li> </ul>
7.	Financial Updates (T Rezvan)	<ul style="list-style-type: none"> <li>- T Rezvan shared the following update:             <ul style="list-style-type: none"> <li>- Thought about goals for expenses - “where we spend our money shows where our values as an organization lie”</li> <li>- Everything that is purchased should be justified</li> <li>- Finished board membership invoices</li> <li>- Analyzed income statements and noticed how dependent OSTA-AECO is on member boards</li> <li>- Wants to increase memberships</li> <li>- Previously used a cost plus model; moving forward to a value-based model</li> <li>- Started working on getting OSTA Supports set up</li> <li>- Started working on document regarding the process of expenses and the importance of timeliness</li> <li>- Started working on an interactive presentation for the Working Group Transitional Conference</li> </ul> </li> </ul>
8.	Board Council Updates (J Bilodeau, S Zamorano, S Chun, S Abbott)	<ul style="list-style-type: none"> <li>- S Abbott shared the following update:             <ul style="list-style-type: none"> <li>- Worked on scheduling a call for the PBC Cabinet</li> <li>- Worked on scheduling a meeting with OPSBA</li> <li>- Hopes to start discussion around initiatives for the year such as the PBC Award and an idea to split up the \$1000 award into two \$500 awards</li> </ul> </li> <li>- J Bilodeau shared the following update:             <ul style="list-style-type: none"> <li>- Scheduled the first CBC Cabinet meeting for August 22 (expectations and three pillars for advocacy)</li> <li>- Sent out welcome package outlining meeting dates, conference dates, and vision to CBC Cabinet</li> <li>- Started working on a Sustainability in Schools initiative in collaboration with Development and Peace (document for Student Trustees regarding policy recommendations to eliminate plastic in school boards) with the goal of finishing research by the end of summer, completing first draft by the end of September, and releasing final version by FGM</li> <li>- Plans to send out letters to partners to inform them that the Catholic Board Council looks forward to working with them</li> </ul> </li> <li>- S Zamorano shared the following update:             <ul style="list-style-type: none"> <li>- Created tentative agenda for the Ontario Catholic Student Youth Day which will be taking place during Catholic Education Week (May 3 to 8)</li> <li>- Started contacting sponsors for Ontario Catholic Student Youth Day and reached out to OCSTA, Development and Peace, and WE - next step is to make a final budget</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Had a successful meeting with OCSTA about maintaining their relationship with OSTA-AECO during the upcoming year</li> <li>- Had a meeting with Development and Peace about their One Common Home initiative which ties in with being stewards of creation</li> </ul>
9.	Board of Directors Update (M McCormac)	<ul style="list-style-type: none"> <li>- M McCormac reviewed the Board of Directors structure with the Executive Council, clarified the relationship between the Board of Directors and the Executive Council, and emphasized the skills, experiences, and resources that the Board of Directors is able to provide <ul style="list-style-type: none"> <li>- A plan is in place to send introduction emails so that the Executive Council is aware of who they can reach out to</li> <li>- The Board of Directors is considering the incorporation of advisory roles</li> </ul> </li> <li>- M McCormac emphasized the usefulness of the Microsoft Teams app for instant communication through various channels</li> <li>- M McCormac shared information regarding the apartment space that OSTA-AECO uses as their business address, storage locker, and meeting space at 70 Temperance Street <ul style="list-style-type: none"> <li>- There is a contract with B Smith for the upcoming year</li> <li>- The Board of Directors is looking for a long-term solution that is tied to a business rather than an individual</li> </ul> </li> <li>- M McCormac reviewed the Executive Statement and Code of Conduct with the Executive Council</li> </ul>
10.	Working Group Co-Chair Conference (T Dallin)	<ul style="list-style-type: none"> <li>- T Dallin led a discussion surrounding the current tentative agenda for the Working Group Transitional Conference and answered questions from the Executive Council</li> </ul>
11.	FGM Brainstorm (J Mackay)	<ul style="list-style-type: none"> <li>- J Mackay shared the specific items that are going to be ordered as swag for OSTA-AECO conferences and gathered feedback from the Executive Council</li> <li>- J Mackay discussed possible guest speaker options for FGM</li> <li>- S Trozzo gathered ideas for a case study a guest speaker would run at FGM</li> <li>- J Mackay reviewed the possibility for reusable name plates</li> <li>- J Mackay did an overview of the FGM agenda and gathered thoughts from the Executive Council</li> </ul>
12.	Membership Benefits Update (T Rezvan)	<ul style="list-style-type: none"> <li>- Postponed to next meeting</li> </ul>

13.	Executive Council Webinars: An exciting new opportunity (S Trozzo, S Meseret)	<ul style="list-style-type: none"> <li>- S Trozzo pointed out that incoming Student Trustees are often confused about the Executive Council election process and what each person on the Executive Council does</li> <li>- S Trozzo indicated that hosting a webinar 2-3 weeks in advance of AGM to discuss roles and answer questions could solve that problem</li> <li>- S Trozzo gathered the opinions of the Executive Council on this topic and indicated that updates will be on the way in terms of details and a possible software to do the webinar on</li> </ul>
14.	Elementary Student Outreach (S Meseret, L Sutton)	<ul style="list-style-type: none"> <li>- S Meseret shared that an action plan for elementary student outreach is being developed</li> <li>- L Sutton discussed putting out a survey to Student Trustees to gauge interest of elementary student outreach</li> <li>- S Meseret advised Executive Council to review the PowerPoint that was shared via email for more details</li> <li>- S Trozzo indicated that there will be further discussion at the September Executive Meeting</li> </ul>
15.	OSTA-AECO Alumni Contact List (S Trozzo, T Rezvan)	<ul style="list-style-type: none"> <li>- Postponed to next meeting</li> </ul>
16.	Ontario Principals' Council Award and Dinner (S Meseret)	<ul style="list-style-type: none"> <li>- Postponed to next meeting</li> </ul>
17.	Review of Actions, Decisions, and Next Steps (S Trozzo)	<ul style="list-style-type: none"> <li>- Membership Benefits Update presentation will be moved to a later date</li> <li>- Executive Council members should review the PowerPoint that was indicated in the Elementary Student Outreach discussion</li> <li>- Alumni contact list will be created soon</li> <li>- OPC Principals' Council Award and Dinner discussion will be moved online</li> <li>- Action document for month of September shared by S Trozzo should be completed ASAP</li> <li>- C Prosic will share information online about updating email signatures</li> </ul>
18.	Motion to Adjourn	<ul style="list-style-type: none"> <li>- Meeting adjourned at 1:30 pm</li> </ul>

Upcoming Meeting:

- **September Executive Meeting:** September 21<sup>st</sup>, 2019