

Minutes

Meeting Details

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| Meeting | Executive Council |
| Date & Time | September 21 st , 2019 at 11:00 AM - 5:00 PM |
| Location | 130 King Street W, Toronto, ON M5X 1C9 |

Revision History

| Version | Date | Author(s) | Revision Notes |
|---------|-----------------------------------|---------------|--------------------------|
| 1.0 | September 21 st , 2019 | Taylor Dallin | Draft Meeting Minutes |
| 2.0 | October 10 th , 2019 | Taylor Dallin | External Meeting Minutes |

Meeting Attendance

| Name | Role | Attendance |
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| Voting Members | | |
| 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 |
| Quorum Achieved (3/3) | | Yes (100%) |
| Non-Voting Members | | |
| 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 (call-in) |
| Justine Mackay | Professional Development Coordinator | Y |

Meeting Minutes

| # | Agenda item | Key Points Noted |
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| Opening | | |
| 1. | Call to Order | Meeting was called to order at 11:07 AM. |
| 2. | Approval of Agenda | S Zamorano Seconded by J Bilodeau |
| 3. | Approval of Minutes | S Chun Seconded by S Abbott |
| Information Items | | |
| 4. | CEO Address (S Trozzo) | <ul style="list-style-type: none"> - S Trozzo reminded the Executive Council of the team goals they collectively decided upon at the previous meeting - S Trozzo called on the Executive Council to reflect on the past month in order to better support one another in the future - S Trozzo stressed the importance of accountability – not just to each other but also to one's self - S Trozzo shared the concept of being one team and the value of communication in order to ensure a successful year - |
| 5. | Presidential Address (S Meseret) | <ul style="list-style-type: none"> - S Meseret echoed the sentiments of S Trozzo regarding communication and accountability - S Meseret discussed the strategic planning session which would happen later - S Meseret shared the importance of building on what the Executive Council already has and being proud of areas of strength |
| 6. | Coordinator and Board Council Updates | <ul style="list-style-type: none"> - J Bilodeau and S Zamorano shared the following written update: <ul style="list-style-type: none"> - Working on first pillar of advocacy; sustainability: this involves releasing a document that student trustees can use to recommend sustainable policies and practices in their boards - The CBC Cabinet met twice online to discuss yearly plans and the Ontario Catholic Student Youth Day - Continuing to communicate with partners - upcoming meeting with OCSTA on October 1st - S Chun and S Abbott shared the following written update: <ul style="list-style-type: none"> - Maintaining stakeholder relations with OPSBA- attending workforce meeting on September 20th - Student trustee handbook for all Public school boards - developed in partnership with OPSBA - PBC Cabinet meetings have occurred and there was an interest for an in person cabinet meeting - S Chun shared the following verbal update: <ul style="list-style-type: none"> - OSTA-AECO will be able to send two representatives to the Ontario Coalition for Children and Youth Mental Health - New changes are being explored for the PBC Award - S Chun and S Abbott will be attending an Ontario education lobby day on November 25 |

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| | | <ul style="list-style-type: none"> - C Prosic shared the following written update: <ul style="list-style-type: none"> - Released the elearning report and set up interviews regarding its content - Updated the OSTA-AECO social media headers to feature the elearning report - A Wang shared the following written update: <ul style="list-style-type: none"> - Working group emails have been set up- in the process of being created - Designed the elearning report - Updated various pages on the website: FGM, BoD contact, etc. - J Mackay shared the following written update: <ul style="list-style-type: none"> - Main focus for the month: FGM registration and Marriot rooming list - Early bird deadline for FGM was Friday Sept 13th and 60 people registered as of the 14th - Internal FGM agenda will be reviewed at Oct exec - Conference swag has been shipped and reusable board nameplates are currently being worked on (hoping to have them for FGM) - Mock board meeting FGM session in progress- will be reviewed during Sept exec meeting - AV order and final rooming list will be sent to the Marriot within the next 2 weeks- reminder to board councils to submit breakout agendas for FGM- reminder to ALL OF EXEC to let Justine know if you need materials for your sessions at FGM by Oct 11th at the latest - L Sutton shared the following written update: <ul style="list-style-type: none"> - Working with Sally to develop an outreach strategy for elementary students - In the process of reaching out to school boards who typically do not send their student trustees to our conferences - S Harris shared the following written update: <ul style="list-style-type: none"> - Worked on analyzing findings from OSTA-AECO's elearning survey and assisting with the drafting of the elearning report based on these findings - Completed feedback papers for People for Education - Will be serving as OSTA-AECO's representative on the Right to Education Working Group - Discussions regarding ways to preserve papers in a "policy bank" and how we can manage to share best practices with other stakeholders for future reports - T Dallin shared the following written update: <ul style="list-style-type: none"> - Planned the WG transitional conference - Sorted through conference registration and finalized a |
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| | | <p>budget – the conference will take place on September 22nd</p> <ul style="list-style-type: none"> - Created a performance evaluation document for Co-Chairs to fill in – this is a planning tool that will be used throughout the year to check in on the Co-Chairs and keep them accountable |
| 7. | Financial Update (T Rezvan) | <ul style="list-style-type: none"> - T Rezvan shared the following update: <ul style="list-style-type: none"> - Communication about finances has been great - A detailed budget for the year is coming out based on records from 2017 until the present – the quarter one budget is now complete and will be released soon - One financial issue has been the change in address – a message to boards will be sent soon - The Working Group Transitional Conference budget was very detailed and there will be an interactive budget activity at the conference – a similar activity will be happening at FGM - OSTA Supports applications are open - Audits are underway |
| 8. | Board of Directors Update (M McCormac) | <ul style="list-style-type: none"> - M McCormac provided an update on the Board of Directors sorting out logistics and fixing their address - M McCormac shared advice regarding burnout and mental health, specifically their definitions, symptoms, and stages - M McCormac discussed self-care as a way to improve mental, emotional, and physical health - M McCormac explored the OSTA rule of thumb to feel allowed to take personal time, practice self-care, and support one another |
| 9. | FGM Discussion (J Mackay, S Trozzo) | <ul style="list-style-type: none"> - J Mackay shared the need for the Executive Council to be committed, complete tasks on time, and not cancel on calls at the last minute - J Mackay emphasized the need for Executive Council members to be communicative and send direct messages if they are unable to complete a task - J Mackay started a discussion surrounding dependability and accountability - J Mackay reviewed the minutes from the Mock Board Meeting session call - J Mackay initiated a conversation about the FGM Night Activity - S Trozzo touched on full set-up and clean-up participation from the Executive Council - S Trozzo emphasized using the internal agenda for FGM and completing all assigned tasks - S Trozzo discussed nightly executive meetings for conferences |
| Lunch | | |
| 10. | Medlife x OSTA-AECO (Q Scarlett) | <ul style="list-style-type: none"> - Q Scarlett introduced Medlife and discussed their operational model for student trustees to refer to in order to start Medlife chapters in their schools - Q Scarlett recapped that there was a lot of interest from AGM and |

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| | | <p>looks forward to leading a case study session at FGM to communicate the Medlife advocacy approach through listening, organizing/empowering, and acting</p> <ul style="list-style-type: none"> - Q Scarlett took the Executive Council through the case study (increasing equity and access for Indigenous groups) |
| 11. | 2019-2020 Strategic Planning (S Meseret) | <ul style="list-style-type: none"> - S Meseret led a discussion surrounding the following topics: <ul style="list-style-type: none"> - Potentially writing a report about system barriers with data to back up any recommendations - Celebrating and honouring OSTA-AECO's 20th anniversary this year - Developing a more detailed advocacy plan for the year - Writing a pre-budget submission |
| 12. | Communications Session (C Prosic) | <ul style="list-style-type: none"> - C Prosic assisted the Executive Council in setting up Microsoft Teams and getting used to navigating it |
| 13. | CIVIX Presentation (R Matthew) | <ul style="list-style-type: none"> - R Matthew introduced Student Vote, a parallel voting program for those under the voting age to be engaged in all levels of government in order to prepare them to make informed decisions - R Matthew provided context by identifying the following motivational barriers which exist: interest, knowledge, cynicism, relevance, and civic duty - R Matthew shared current information about this year, specifically about how the registered schools span all of the electoral districts across Canada and what types of resources are available |
| 14. | Elearning Discussion (S Meseret) | <ul style="list-style-type: none"> - Postponed to the next meeting |
| 15. | Review of Actions, Decisions, and Next Steps (S Trozzo) | <ul style="list-style-type: none"> - A call will be happening at 3 pm on Friday, September 27 to discuss the topics that were missed |
| 16. | Motion to Adjourn | <ul style="list-style-type: none"> - Meeting adjourned at 5:10 pm |

Upcoming Meeting:

- **October Executive Meeting:** October 12th, 2019