

# EC-2020\_05\_16 May Executive Council Meeting Minutes

## Meeting details



<b>Meeting</b>	Executive Council
<b>Date &amp; Time</b>	16 May 2020 10:00 AM - 3:00 PM
<b>Location</b>	Microsoft Teams

## Meeting materials


## Attendance

- @ Sophia Trozzo
- @ Sally Meseret (Deactivated)
- @ Cameron Prosic
- @ Jade Bilodeau (Deactivated)
- @ Sarah Chun (Deactivated)
- @ Sam Abbott (Deactivated)
- @ Sofia Zamorano (Deactivated)
- @ Justine Mackay
- @ Simon Harris (Deactivated)
- @ Arlene Wang (Deactivated)
- @ Lily Sutton (Deactivated)
- @ Tara Rezvan (Deactivated)
- @ Taylor Dallin (Deactivated)
- @Marnie McCormac

## Agenda

Agenda Item	Presenter	Notes
Call to Order	@ Sophia Trozzo	The meeting was called to order at 10:04 am.
Approval of Agenda		 <b>Be it resolved that</b> the Executive Council approve the agenda for the May 16, 2020 meeting. (M: @ Sally Meseret (Deactivated) ; S: @ Sofia Zamorano (Deactivated) )
Approval of Minutes		 <b>Be it resolved that</b> the Executive Council approve the minutes for the April 18, 2020 meeting. (M: @ Sam Abbott (Deactivated) ; S: @ Sally Meseret (Deactivated) )

<p>CEO Address</p>	<p>@ Sophia Trozzo</p>	<ul style="list-style-type: none"> <li>• S Trozzo welcomed everyone to the meeting and indicated that the speakers' list will be located in the Microsoft Teams chat</li> <li>• S Trozzo indicated that there are several important agenda items, such as the equity timeline, the behaviour policy that has been drafted, and a preliminary discussion about the transitional conference</li> <li>• S Trozzo noted that there are a few stakeholders that would like feedback for their documents</li> </ul>
<p>Presidential Address</p>	<p>@ Sally Meseret (Deactivated)</p>	<ul style="list-style-type: none"> <li>• S Meseret encouraged the Executive Council to look at what aspects others bring to the table</li> <li>• S Meseret advised the team that each individual has unique skills - no one has the exact same attributes, and that is a good thing</li> <li>• S Meseret shared that those differences bring us together and contribute to a collective team brilliance</li> <li>• S Meseret shared that each member should appreciate the light that they bring forth – no one can take away one's light</li> </ul>
<p>eGM</p>	<p>@ Justine Mackay          @ Arlene Wang (Deactivated)          @ Cameron Prosic</p>	<ul style="list-style-type: none"> <li>• S Trozzo thanked everyone who has been working on the eGM thus far, whether that was through creating a module or coordinating the entire conference</li> <li>• J Mackay reiterated the sentiments that S Trozzo shared and specifically thanked C Prosic and A Wang for their work</li> <li>• J Mackay asked the board councils to reach out to their Regional Reps - send outline</li> <li>• J Mackay told everyone leading a session to send a session outline by Tuesday</li> <li>• J Mackay informed the Executive Council that everyone should be attending the sessions – this will help boost and promote engagement</li> <li>• J Bilodeau brought up the idea of session promotion through an alternative means since the Facebook group is currently quite crowded – A Wang brought up idea to send emails – J Mackay to send out preliminary email to OSTA-AECO email accounts</li> <li>• C Prosic shared that about 75 people are on track to get their OSTA-AECO email account and thereby will be able to participate in eGM</li> <li>• S Trozzo disclosed that the first webinar is the Executive Council webinar             <ul style="list-style-type: none"> <li>• It is taking place less than a week from now</li> <li>• Any outstanding slides need to be sent in to be added to the master slide deck</li> <li>• 1 pm - 2 pm on May 21</li> <li>• Each Executive Council member will get 2-3 minutes to present</li> <li>• Q and A will take place at the end</li> </ul> </li> <li>• C Prosic shared the following information regarding eGM:             <ul style="list-style-type: none"> <li>• All Executive Council members should accept the scheduling invites for eGM</li> <li>• The webinars will be just like a normal Teams meeting</li> <li>• C Prosic and A Wang will be able to mute/unmute at any time – there will be a test call right before the Executive Council webinar</li> <li>• The link for the Executive Council to join is different from the one that the General Assembly should use</li> <li>• C Prosic advised the Board Councils to check his message about regional breakouts</li> <li>• Everyone should stream the webinars on a desktop device</li> </ul> </li> </ul>

<p>Equity Document</p>	<p>@ Sally Meseret (Deactivated)</p> <p>@ Simon Harris (Deactivated)</p>	<ul style="list-style-type: none"> <li>• S Meseret indicated that she sent an Equity Document timeline by email, as well as the set of feedback that was previously provided by the Executive Council through a form <ul style="list-style-type: none"> <li>• Clarifying the feedback areas as a team is essential</li> </ul> </li> <li>• S Meseret shared the following key pieces of feedback <ul style="list-style-type: none"> <li>• Recognizing that education is not front and centre right now, so work should be reflective of that</li> <li>• Looking at the numbers from a variety of perspectives and contexts when in data analysis</li> <li>• Writing consistently and being aware of key themes</li> <li>• Fostering collaboration – everyone should be contributing ideas – giving stakeholders a voice to provide perspectives</li> <li>• Everyone should have an equitable and fair chance to share their views – the incoming Executive Council should have a voice</li> </ul> </li> <li>• S Harris brought up concerns about the timeline and indicated that the IBM data analysis subscription will be expiring soon</li> <li>• S Trozzo chaired a discussion regarding the timeline for the Equity Document, including the close date</li> </ul> <p> <b>Motion:</b> that the Executive Council will close the equity survey on May 22nd. (M: @ Jade Bilodeau (Deactivated) ; S: @ Sofia Zamorano (Deactivated) )</p> <p>For: (6)</p> <p>Against: (1)</p> <p>Abstained: (0)</p> <ul style="list-style-type: none"> <li>• S Harris shared an internal Equity Document update <ul style="list-style-type: none"> <li>• A checklist is up</li> <li>• Instead of having three different calendars, using the Jira base may be preferable</li> <li>• Jira base is already set up and accessible</li> </ul> </li> </ul>
<p>Governance Committee Update</p>	<p>@ Sophia Trozzo</p> <p>@ Simon Harris (Deactivated)</p> <p>@ Cameron Prosic</p> <p>@ Carina Gabriele</p> <p>@ Arjun Dhanjal</p>	

- S Trozzo provided an update on the governance committee goals and progress in achieving those goals
  - Executive Council Behavioural Management Procedure
    - This was sent about a week prior to the meeting
    - The document has an approving body of the Board of Directors
    - The Executive Council members will not approve it, but they will engage in consultation
    - It is the CEO's responsibility to review and update the procedure annually
    - It contains a list of behaviours, as well as steps of disciplinary action
    - Exact policy has not been written yet – it is the procedure that is under review
    - There are different degrees of severity for the various behaviours – some may have internal impact, and some may have external impact
    - There is a disciplinary action matrix – CEO can deal with things of internal impact – more serious, threatening behaviours will be dealt with at a higher level
    - Starting at step three, the Board of Directors gets involved – investigation process led by whole Board of Directors
    - If Executive Council members facing disciplinary action who feel that there was bias or that the outcome was too severe, they can file an appeal
    - A detailed manual is on the way
    - Procedures for audiences outside of the Executive Council to be developed
  - The Governance Committee has requested authority to approve more items
    - 1. Basic maintenance, housekeeping administration, and governance taxonomy changes
    - 2. Other items on action list, with the exception of the big ticket items
    - 3. Everything else will be a recommendation or a form of motions that would be sent off to the proper approval body
  - This would allow for further efficiency and would still involve consultation with the Executive Council
- S Trozzo gathered feedback from the Executive Council


 **Motion:**

**WHEREAS** the board of directors, within their rights as a corporate governing entity, have struck a Governance Committee whose purpose is to operationalize and maintain corporate governance documents; and


**WHEREAS** this Committee is comprised of members from both the board of directors as well as the executive council in an effort to ensure equitable representation from both the governing and functional arms of the organization; and

**WHEREAS** this Committee recognizes the authority of both the board of directors and the executive council in ratifying these corporate governance documents where they pertain to matters of organizational governance and operation;

**WHEREAS** this committee must consult with members of the executive council on changes being implemented and at the request of any executive council member this committee will consult with the aforementioned parties;

 The previous paragraph was accepted as a friendly amendment and not part of the original motion.

**WHEREAS** this Committee has no authority unless so delegated; therefore

		<p><b>BE IT RESOLVED THAT</b> the Executive Council delegate its authority to the Governance Committee to approve and ratify governance changes necessary to maintain the integrity of OSTA-AECO's corporate governing documents, including the maintenance, administration, and overall taxonomy of said documents; and</p> <p><b>THAT</b> the Executive Council delegate its authority to the Governance Committee to modify and approve modifications to existing corporate policies, procedures, and terms of reference documents; and</p> <p><b>THAT</b> the Executive Council delegate its authority to the Governance Committee to remove unnecessary or repetitive language in existing policies as well as to repeal redundant or unnecessary policies altogether.</p> <p><b>BE IT FURTHER RESOLVED THAT</b> the Executive Council delegate its authority to the Governance Committee to construct new policy and procedure documents provided these documents are sent to be ratified by the parties to which they pertain.</p> <p><b>BE IT FINALLY RESOLVED THAT</b> the Executive Council in good faith consider any advice provided by the Governance Committee on matters surrounding the organization's by-laws and constitution; and</p> <p><b>THAT</b> the Executive Council will not unceremoniously block the ratification of recommendations made by the Committee on such documents unless it believes the recommended changes will expose the organization to significant legal, financial, technical, or reputational risk</p> <p>(M: @ Jade Bilodeau (Deactivated) ; S: @ Tara Rezvan (Deactivated) )</p> <p>For: (5)</p> <p>Against: (1)</p> <p>Abstained: (1)</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p> <b>Proposed amendment:</b> "and whereas changes can be overturned where deemed necessary by the executive council;" ( @ Sally Meseret (Deactivated) )</p> </div> <p>For: (1)</p> <p>Against: (5)</p> <p>Abstained: (1)</p>
<p>Transitional Conference Discussion</p>	<p>@ Sophia Trozzo</p>	<ul style="list-style-type: none"> <li>• Postponed to next meeting</li> </ul>
<p>Stakeholder Projects for OSTA to Review</p>	<p>@ Sally Meseret (Deactivated)</p> <p>@ Cameron Prosic</p> <p>@ Simon Harris (Deactivated)</p> <p>@ Sophia Trozzo</p>	<ul style="list-style-type: none"> <li>• S Harris discussed the following stakeholder project: <ul style="list-style-type: none"> <li>• AQ course</li> <li>• OCT</li> <li>• Coding and financial literacy</li> </ul> </li> <li>• S Meseret discussed the Careers Consultation</li> <li>• S Trozzo discussed the following stakeholder project: <ul style="list-style-type: none"> <li>• Special education in Ontario</li> <li>• MACSE</li> <li>• S Trozzo to start an email chain for Executive Council to provide feedback</li> </ul> </li> </ul>

<p>Coordinator and Board Council Updates</p>	<p>@ Justine Mackay</p> <p>@ Lily Sutton (Deactivated)</p> <p>@ Cameron Prosic</p> <p>@ Sam Abbott (Deactivated)</p> <p>@ Sarah Chun (Deactivated)</p> <p>@ Jade Bilodeau (Deactivated)</p> <p>@ Sofia Zamorano (Deactivated)</p> <p>@ Arlene Wang (Deactivated)</p> <p>@ Taylor Dallin (Deactivated)</p> <p>@ Sally Meseret (Deactivated)</p> <p>@ Simon Harris (Deactivated)</p>	<ul style="list-style-type: none"> <li>• S Meseret shared the following update: <ul style="list-style-type: none"> <li>• Worked on the Equity Document and recommendations</li> <li>• Discussion regarding following up with the Minister of Education on the topic of including OSTA-AECO within round table discussions about distance learning</li> </ul> </li> <li>• J Bilodeau and S Zamorano shared the following update: <ul style="list-style-type: none"> <li>• Had a webinar for Catholic STs with Cardinal Collins</li> <li>• Created the Igniting Hope video for Catholic Ed week on IGTV</li> <li>• Continued to provide resources for regional reps to hold breakouts for eGM</li> <li>• Working on developing the third pillar of advocacy – Faithful Wellness</li> </ul> </li> <li>• S Chun and S Abbott shared the following update: <ul style="list-style-type: none"> <li>• Received several scholarship applications</li> <li>• Informed Executive Council that several people notified them that they are submitting this week</li> <li>• Provided extension for documents due to COVID-19</li> </ul> </li> <li>• C Prosic shared the following update: <ul style="list-style-type: none"> <li>• See Communications Update below</li> </ul> </li> <li>• A Wang shared the following update: <ul style="list-style-type: none"> <li>• Instagram post updates</li> <li>• eGM preparation</li> <li>• Voting website preparation</li> </ul> </li> <li>• J Mackay shared the following update: <ul style="list-style-type: none"> <li>• OHRC committee meeting</li> <li>• eGM content and session creation</li> <li>• Worked with Sophia and Connor to engage alumni</li> <li>• Reached out to various incomings and school boards interested in eGM</li> </ul> </li> <li>• L Sutton shared the following update: <ul style="list-style-type: none"> <li>• Working on transitional documents</li> <li>• Spoke with LCDSB and WECDSB about distributing the equity survey – awaiting a few more responses</li> </ul> </li> <li>• S Harris shared the following update: <ul style="list-style-type: none"> <li>• Worked on the Equity Document and data analysis preparation</li> <li>• Worked on project management templates</li> <li>• Participated in and contributed to the Governance Committee</li> </ul> </li> <li>• T Dallin shared the following update: <ul style="list-style-type: none"> <li>• Posted the April Working Group update</li> <li>• Attended meeting with Minister Lecce on April 23</li> <li>• Switched Working Group communications from Messenger over to Microsoft Teams</li> <li>• Filmed Working Groups and Operations module</li> <li>• Assisted Co-Chairs in several ways, including the OSVA marking plan and Student Achievement's eGM PD</li> <li>• Provided document feedback to OPHEA</li> <li>• Began work as part of the School Mental Health Ontario working group</li> <li>• Wrote April Executive Council meeting minutes</li> </ul> </li> </ul>
<p>Communications Update</p>	<p>@ Cameron Prosic</p>	<ul style="list-style-type: none"> <li>• C Prosic shared the following update: <ul style="list-style-type: none"> <li>• Setting up Executive Council member voicemails is crucial</li> <li>• 3600 followers on Instagram – officially the largest platform</li> <li>• Less Twitter growth</li> <li>• Procedure about social media officers to come out</li> <li>• Overviewed Jira, an extension of Confluence</li> <li>• Advised Executive Council to encourage more Student Trustees to get their OSTA-AECO emails</li> <li>• Small release for government memo</li> </ul> </li> </ul>

Financial Update	@ Tara Rezvan (Deactivated)	<ul style="list-style-type: none"> <li>• T Rezvan informed the Executive Council to stay tuned for the quarter 3 report</li> <li>• T Rezvan shared that everything is good in the accounts</li> <li>• T Rezvan shared that she is working on sorting out school board for invoices</li> </ul>
Review of Actions, Decisions, and Next Steps	@ Sophia Trozzo	<ul style="list-style-type: none"> <li>• See action items noted below.</li> </ul>
Motion to Adjourn		Meeting adjourned at 2:40 PM.

## Action items

- @ Taylor Dallin (Deactivated) to draft the internal and external meeting minutes for this meeting
- Everyone leading a session to send in an outline by Tuesday to @ Justine Mackay
- @ Jade Bilodeau (Deactivated) @ Sofia Zamorano (Deactivated) @ Sarah Chun (Deactivated) @ Sam Abbott (Deactivated) to complete their eGM introductory slides together and check regional breakouts messaging previously sent by @ Cameron Prosic
- @ Sally Meseret (Deactivated) @ Cameron Prosic to work on communicating to the Ministry of Ed about round table discussion involvement and OSTA being kept in the loop
- @ Sally Meseret (Deactivated) @ Simon Harris (Deactivated) work on AQ course feedback - June 5th
- @ Sophia Trozzo work on spec ed feedback for MACSE- May 22nd