

## **OCTE Executive Committee Meeting**

Tuesday, September 1, 2015

Dave Graves Home

**6 Brady Court Dundas, Ontario**

9:00 - 2:00pm

**Present:** Dario Rossit, Carol Rossit, Sergio Borghesi, Bob Fularski, Wade Richardson, Dave Cianfrini, Bob Corney, Kevin Shea, Dave Graves, Sue Phillips, Karen Linehan-Caulfield

**Regrets:** Cheryl Lovell,

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

**2. Approval of Minutes – June 20, 2015 Kevin**

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

**ACTION ITEM:** Bob Fularski to locate the certificate of Non For profit that was developed in 2004 in the OCTE Archive files and report back to Kevin

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

Dave:17 spots left for presenters, 30 confirmed. Need to decide what we are doing for Board Leads (September meeting at Fern)

Enviro bag only 2 spots left for Advertising. Priority

**PSHSA-Keynote Speaker for Conference.** No cost for Speaker. They are a Sponsor for the Delegate bag and will provide resources for delegates

Wade:13 tables of 36 accounted for next conference. Had less tables this past conference to accommodate more traffic. Survey indicates exhibitors were happy with new setup from previous years. After breakfast, Board Leads will have time with Vendors on Friday morning. Vendors to shut down at 2:30 p.m. Exhibitors say they do not like idea of having stamped card idea as it disrupts conversation. Dave: Tours will not be part of Conference as it takes away from delegates attending tours away from Conference. Possibly could be offered on a Thursday prior to start of Conference or on a Saturday after AGM/Lunch. Possibly PD committee could plan a PD session offered at a different time of year with a cost to the delegate

Kevin: need to accommodate STAO as well with table

Retirement Survey – OCTE has been approached about sending out a survey to all members. York has followed through with a degree program. Concerns-What is the need for future Technology, Windsor, Queen's and Brock are only faculties offering program. Still need 5 years experience. Survey on our website asking how teachers many plan on retiring in next 5 years and in what areas so we can advise Ministry as to what needs for future training. One of the questions should be by geographical needs.

**5. TECO Update Tony-no one coming today**

**6. Board Leads Update Roy/Dave L.**

No update. Board Leads to meet on September 24<sup>th</sup> and 25<sup>th</sup>. Kevin has attended one meeting. Would be nice to get an update on their plans

**7. Treasurer's Report Bob (MOE Reporting from funds received)** Invoices from Conference almost all in. Waiting for one more invoice receipt

Our present TD Bank account will only allow so many cheques per month. Had an issue with one month and bank called to warn of possible extra fees. IF we can keep minimum \$65,000 in an account, we get unlimited cheques. This would mean changing accounts. Bob to find out what the changes between old account and new account would be.

HST has to be paid by March 31<sup>st</sup> of each year. We should be paying quarterly, so divide amount from last year by 4 and make a payment. First two quarters of this year have not been paid yet. Has form now for next payment. Would like authorization from OCTE Executive to make two payments of \$3,000 each to the Ministry of Finance. Approved

**ACTION ITEM:** Bob to find incorporation Form (Approx 2004)

#### **8. Promoting companies on the website (e.g., Power Tool Institute, etc) Sergio/Kevin**

Dario had sent a couple of links to post on our website. If we start promoting some companies, are we endorsing one supplier over another supplier. Might be able to get around this if OCTE charges a fee. If it is a not for profit supplier, we could post link. Possibly have a Resource Tab on our website. Some concerns from Kevin about getting access to our portal. Having two sites, where do we place these links? Possibly place vendors on our website? Could be a perk for our Vendors who have paid for Exhibitors table. Time to look into getting some revenue from our vendors or possible website fees to pay for Conference Booklet invoice (approx. \$3,500.00). We need a policy, guidelines as to how we would accept Vendors. Goal to have enough fees collected to pay for this year's conference booklet. As for two companies asking OCTE to help advertise, we could forward to our members. Power Tools website is on our OCTE website.

**ACTION ITEM:** Kevin to draft something to send to Sergio to send to Peter Beens. Send out to last year's members, link to these companies

#### **9. OCT site list Tech. Ed ABQ's – next steps Kevin**

Paul Fraser was speaking about what our credentials (Certifications, degrees, etc.) could look like on the website. Paul drafting up a letter to send to OCT. Perhaps the letter should be coming from the OCTE Executive.

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

OCEA has two levels of structure. Director and Executors. Would need draft of what Directors are responsible for. Board of Directors present state is satisfactory in its present form. Bob Corney feels that present Board set up is sufficient. Concern is if an audit would be conducted, are we covered. Is there a check cycle in place and accountability. Outside Board would oversee financial and position responsibilities. As an Executive, you could be paid but as a Board member you cannot be paid.

**ACTION ITEM:** Bob Corney create a draft Discussion document. Suggestions for number of Board Directors? Any suggestions 3-5 ?Possibly from our list of Vendors? Who would select these Board members?

Bob Corney had met in June at Fern with Technological Board Leads discussing

#### **Responsibilities:**

- Provide a consulting function to the OCTE executive;
- Maintain the provincial Board Leads committee;
- Assist OCTE standing committees when requested;
- Be available to attend OCTE conferences, functions, and meetings;
- Provide OCTE with Technological Education system directions and support to elementary and secondary school educational directions;
- Identify Technological Education related issues that might affect or contribute to the educational agenda and forward these to the Chair;
- Actively promote and communicate OCTE and technological education directions to school Board staff.

### 11. Mini-Conference planning (update) Kevin

Kevin-remind committees to do what was expected with the money committed to their planning  
June 10-12, 2016 booked for Fern

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

26 Boards Affiliated last year (First year) with 844 members  
Need to make sure website is changed for new year(2015-2016) and have the Membership Registration pages updated. Have 4 affiliated Boards already and one of them new

Durham District  
Huron Perth Catholic  
Simcoe Muskoka  
Ottawa Catholic District(New)

**ACTION ITEM:** Sergio :Website needs to be updated to new 2015-2016 Registration Form

### 13. Report of Committees

#### I. Communications Sergio

- **Website**

Our committee does not own the website. Sergio is asking for an email from each OCTE Vice Chair to contact Sergio to make changes on the website.

**ACTION ITEM:** OCTE Executives to review their respective areas on the Website. To be done ASAP as we have just started new school year

- **Newsletters**

Paul White-New Publications committee member-no emails over the summer  
Always looking for newsletter articles for OCTE Newsletter- Members please submit interesting articles/pictures

- **Membership**

- **Marketing**

#### II. Curriculum Karen

- **OCTE Safety Lesson Update Karen**

Mike Scott has been sending out instructional email to writers. Erin Carey will start in September with videos. Most of first drafts have been submitted (waiting for Green Industries) Mike feels confident they will all be completed. Contracts supposed to be in the mail. For future projects, a pilot exemplar for writers would really help to follow as a template and consistency.

Next Application for Curriculum Writing proposal to be submitted by mid November (Karen and Kevin)

- **PD Bob**

- **Health and Safety Wayne**

Is Wayne Cramp continuing to be Health and Safety Chair? **ACTION ITEM:** Karen to contact Wayne

#### III. Awards (e-mail Report) Dave Cianfrini

Dave to contact vendor to continue to purchase awards from them. Also will send Sergio names of recipients and bio's if possible to Sergio for website to post last year's winners. **ACTION ITEM:** If Erin Carey could send the google Doc which would be posted on the website for nominating award recipients. Form was developed at Fern June 2014. This form to be posted and set up to be submitted to Dave Cianfrini and Cheryl Lovell. Goal to have form up by early November 2015

OCTE Awards Budget 2016

Crystal Plaques	6 @ \$35 + \$ 70 Setup Fee	= \$280.00
Certificate Frame	1 @ \$90	= \$ 90.00
Sub Total		\$370.00
Total with HST		\$418.80

#### IV. Constitution & Bylaws Cheryl/Bob

#### V. Elementary (STAO) Cheryl / Susan

Elementary committee members continue to work with STAO members to collaborate on workshops for the OCTE conference Elementary presentations

#### **Meeting Dates for the coming year at the New Street Education Centre:**

1- Sept 1 2015 Dave Graves Home

**2- Friday October 2,2015 Elgin Room New Street-McMaster Presentation for 1:00 p.m. Start meeting at 8:30 a.m.**

3- Friday November 6,2015 Elgin Room New Street

4- Thursday December 3,2015 Conference Call 9:00-11:00 a.m.

5- January no meeting

6- Friday February 5,2016 Elgin Room New Street

7- Friday March 4,2016 Elgin Room New Street

8- Friday April 1,2016 Elgin Room New Street

9- OCTE conference May 12 to 14 2016- Hilton Meadowvale, Mississauga

10-Fern Planning session June 10 to 12 2016

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#### 14. New Business

Note change of start time for October 2<sup>nd</sup> meeting and McMaster Presentation. **ACTION ITEM:** Please wear White OCTE Dress shirt for McMaster presentation

Who is picking up email addresses from Registration? Constant Contact is getting information

Dave Graves to get suggestion list from McMaster Hospital as Hospital wish list

Aldo Cianfrini: Would like to present September 23<sup>rd</sup> Board Leads meeting.

Are you or any teacher planning on retiring or moving into administration role in next 2-3 years or are you aware of someone in your Technical Department who is planning to. **ACTION ITEM.** Kevin to prepare a draft to be approved and sent out to membership and Board Leads.

OCEA still looking for presenters for their Oct 24-25<sup>th</sup> Symposium at Blue Mountain Resort

Kevin and Dave Graves going to Nova Scotia, presenting on Sept 22<sup>nd</sup>, 2015 to Nova Scotia Tech Teachers on Coroner's report recent Ottawa and Halton Corroners reports. Showcasing OCTE as a resource guide. Expenses paid for by Nova Scotia School Board

**Meeting Adjourned:** 12:40 p.m.