**OCTE Executive Meeting - Agenda**

April 20, 2018    9:00am to 2:30pm

In person at:

​CHILDREN'S HEALTH FOUNDATION

345 WESTMINSTER AVENUE

LONDON, ONTARIO N6C 4V3

519-432-8564

Please see attached doc for travel and parking details

Conference Call information (please let Dave L. if you plan to call in)

Phone Number:  **1-855-331-8822**

Conference ID:     **7040773**

Press Star 6 to mute/unmute phone

Meeting will start at 9:00am

**In Attendance:** Dave Lewis, Christine German, Ingrid Crawford, Cheryl Lovell, Bob Fularksi, Aldo Cianfrini, Dave Graves, Dario Rossit, Bill Fetter, Wade Richardson, Karen Linehan-Caulfield, Paul Fraser

**Teleconference:** Kevin Shea, Mario Blouin

**Regrets:** Kevin Caughlin, Lori Carlisle

**1) Welcome, Celebrations, Introductions, Notices**                              Dave L

Welcome to the Board of Directors

Welcome back Bob and Ingrid

Thank you to OCTE Executive from Dave Lewis

**2) Approval of March meeting minutes - attached**                              Bill F

Cheryl moved to accept, seconded by Ingrid  **- AIF**

**3) Business arising from previous minutes**                                         Dave L

**4) Action Items....**                                                                              Bill F / All

Please be prepared to follow-up with any outstanding action items.

**ACTION ITEM:** Executive needs to be broken down to clearly define into Core Elected Executive (elected-members) and Appointed Executive **Core Executive (elected) - Chair, Past Chair, VC Secondary X 2, VC Elementary X 2, Treasurer, Secretary,**

**Appointed - TEBL English and French - DONE**

**ACTION ITEM:** Cheryl to look up Education critic from each party and report back for next meeting **(6) - in light of elections, political parties/agendas to be determined**

**ACTION ITEM**  - Have Communications Committee review the social media policy and use of logos - **TO BE FOLLOWED UP NEXT MEETING - No feedback as of yet. I will review this and report back - COMPLETED  (in Constitution)**

**ACTION ITEM -** Cheryl to discuss the member selection for the Board of Directors with Reg as it relates to constitution **(6) - Deferred - Reg not available/responding**

**ACTION ITEM –** With respect to the expenses/accountability chart created by the Board of Directors -Dave and Bob working on a budget format for more accurate reporting and transparency **(4) -** **ONGOING - on today’s agenda**

**ACTION ITEM –** change ! to #1. On the conflict resolution chart – BOD created the chart – **COMPLETED - Change Action Item to where to house this information**

**ACTION ITEM -** Looking forward for next year’s Conferences, do we need to change the format or location? Looking for input as we have sold out both Conferences at Fern and had people stay off site but attend the conference. - **DONE**

**ACTION ITEM -** Have discussion on how we run the planning session (in June) as expenses have increased **(2) - On today’s agenda**

**ACTION ITEM -** Ownership and Accountability - Executive to review and provide feedback to Karen (email was sent by Karen) - **DONE**

**ACTION ITEM:** To create monthly accounting update process for Board of Directors - Bob, Christine, Dave, Clarke to support **(3) - Ongoing system in place - determining how to present to BOD**

**ACTION ITEM:** Election nomination forms must be posted 21 days prior to the election - forms to include OCTE Executive and TEBL Chairs - (posting form - estimated April 4th) - **DONE**

**REQUEST FOR ATTENDANCE:** April 26th - Ground breaking ceremony (McMaster)

**5) OCTE Multi Year Plan - Update**                                            Dave L/Christine

* Has been revised 3 times

Dave and Christine met with the Ministry and has asked for the TPA (Transfer Payment Agreement) to complete and save steps in moving back and forth between OCTE and MOE.

1.1 OCTE Multi-Year Planning 2018-2021

1.2 Working with School Boards - to align multi-year plans to Highly Skilled Workforce and Ministry Initiatives

2.1 Professional Development - OCTE Annual Conference - Partnership to run a Ministry Session

2.2 Professional Development - OCTE Leadership Conference

2.3 TEBL Meetings

2.4 Pilot Regional Tech Ed Symposiums - Build capacity and run 7 Symposiums

\* French Language request was removed and a separate TPA will be done with French

*fN* - For budgeting purposes - Average cost for $750.00 for Ministry meetings in GTA, Regional $500.00 , for French Boards allocate $1500.00

3.1 Education Committee Resource Development - SafeDOCS, new to Tech Ed, ESL ELL, Student challenges and projects, etc.

4.1 OCTE Provincial Marketing Campaign - Raising the profile of Technological Education

**Cheryl moved to present and submit to Ministry, seconded by Karen - AIF**

**6) Conference updates**                                                                       Dave L

Registration - Main Conference, Elementary Day, Administrator Day, Student Teacher Day

Will likely close the member site but keep the non-member side open for those willing to attend

Elementary day (Saturday)  - 40 Elementary teachers attending the FULL conference

Student Teacher and Administrator Day - lower attendance than expected

Volunteering at the Conference - several volunteers needed to fill positions/assist with Conference

Volunteering on Committees - Create a list of jobs  - Paul asked to follow up on this request

Vendor Update - 38 tables (projected 45) have been booked - Queens, Niagara College, Cisco Systems, are a few new vendors

Awards Banquet / Past Chairs invite / entertainment - Dave Graves helping get the awards organized. Kevin Caughlin is going to emcee the Shawn Clement going to DJ and have a live band

Executive meeting at the Conference - short check in and cover immediate concerns

AGM and reports from committees - **REPORTS DUE to DAVE Lewis**

Program book - new look this year - **If you have an advertisements to submit please forward to Dave Lewis.**

2018 May Conference update - Ministry Involvement and Alternate workshop plans

Elementary Saturday agenda

Rooms etc.

**7) OCTE MOL Safety Training Update**                                        Kevin

* Had a meeting in early April with MOL - The team has revised the document for easier access and to find information.
* Workshop going to be 3.5-4 hours not the 5-6 hours as originally planned
* Teacher will have different entry points to the CHSAT Training
* Directly deal with Construction Technology teachers and stay focused on training and direction of CHSAT
* Bill to submit training matrix to Kevin

**8) OCTE Survey 2018 - Phase Three**                                           Christine

Update provided and will ready for Conference

Cannot prepare data based on board participation

OCT 2278 Technology teachers in good standing in the Province

**ACTION ITEM: Need to verify the 2278 number for Technology teachers in the province. Seems inaccurate.**

**9) OCTE Budget update**                                                                Bob

Balance $217,000

Moved to Quickbooks for accounting purposes - built a budget and extrapolated a budget per month cost report for Executive and BOD.

* Bob does the banking, Christine doing the invoicing -
* For next year / Moving forward can BOD and Executive see a year to year comparison? - Yes
* Can reports be generated monthly and annually - yes
* If you reach the 3rd Quarter and it is noted that money has not been spent that the Committee members are flagged/emailed to notify that money was allocated but not spent. - Monthly meetings and updates at OCTE Executive meetings should address this for committees.
* Suggestion was made to present the GL by Deloitte & Touche to make sure that inputs, GL entries, tracking, are consistent and does not create confusion/problems down the road when annual books/reports are being done.

**ACTION ITEM: Present the GL by Deloitte & Touche to make sure that inputs, GL entries, tracking, are consistent and does not create confusion/problems down the road when annual books/reports are being done. (Bob and Clarke)**

* We will need to reevaluate some of the entries with respect to receiving the Multi-Year Plan
* If a conference got canceled, can we set money aside in a GIC to offset the Chair /Committee / Administrator wages along with the GIC covering the hotel.
* Insurance policy - Errors and Omissions Insurance - Bob provided quotes to purchase E&OI, and recommended changing Directors and Officers Insurance to E&OI, more review is necessary - to see if D&OI is included in the E&OI.

**Action item - Bob to check if there is a cancellation fee on the insurance policy**

**10)  Board of Directors Update**                                                          Dave L/BOD

2018/2019 BOD

BOD has approached a number of people to see if they would like to be a member of the BOD. Dan Taddick was approached but is unable to be a BOD member. Another CWB member was suggested.

Four names were submitted by the BOD - Gail Smyth (former CEO of Skills Canada), Audrey Cartile, Gord Nichols(Apprenticeship in Halton/Peel), Kevin Graham (retiring DSBN Tech Head),

Existing BOD members - Aldo and Dave would like to put their name forward, Dario not continuing as BOD member - thank you Dario.

Additional OCTE members include Cheryl Lovell, Kevin Shea, Mike Sewell and Ron Ballentine.

BOD recommendation to be a 5 or 7 person body - discussion occurred on the needs of the organization as well as “friendraising” and the needs of OCTE. Discussions included bringing on accountant, lawyer, full-spectrum K - to - Post-Secondary education.

A vote occurred on the topic of Board of Directors - and a 7 member BOD has been proposed to the interim BOD  - Gail Smyth ( 3-year term), Audrey Cartile( 2-year term), Gord Nichols( 1-year term), Aldo Cianfrini( 3-year term) and Dave Graves (2-year term), Cheryl Lovell (1-year term), Kevin Shea (1-year term)

Constitution changes - Changes to be made/proposed to Constitution concerning 3 year terms

Other updates

Meeting Minutes - are not being received by BOD - Bill Acknowledged as his responsibility

Website - out of date, 3 postings are still posted and past the due dates, Executive Meeting Minutes are out of date (Sept 2017) – To be updated.

Action Items - need to be tagged with start date or number of months as an Action Item

Approach / Contact OCOT - If you want subject council to consult, write, etc. to contact the organization (OCTE) not individual teachers

**11)  Constitution and Bylaws**                                                              Cheryl

Changes to be made/proposed to Constitution concerning 3 year terms

**12) Awards update**                                                                             Cheryl

Cheryl has written all award recipients and they have acknowledged - Doug Doey will have Matt Daudlin accept award

Dave Graves placed the order for the plaques, frames, etc.

Certificates were presented for review

Award winners have notified Cheryl about 2 people who they would like to have notified in their board - usually the Director, SO or principal

Request for pictures of award presentation

Kevin Caughlin is putting a slideshow together for award winners

Request made for slide to be put in slideshow on behalf of Children’s Health Foundation

**13) Elections 2018**                                                                             Kevin / Dave

Bill to notify TEBL and ask for members to consider Executive positions

**14) Executive meeting in June - Fern contract**                                  Dave

Be prepared for your committee meetings (June 8-10)

**15) Pathways and Leadership Conferences 2018**                             Dave

**16) Administrator Update**                                                                   Kevin C

**17) TEBL update**                                                                        Bill / Mario / Lori

* The TEBL members met March 2nd at Humber College. The Ontario College of Teachers, MOE and several universities were in attendance and presented to the group. Humber also took the group on a tour of their facilities and presented their new vision for expansion.
* Next meeting is May 10th (first day of the OCTE Conference) and more universities are attending to highlight their technological education teacher training program.
* Mario and Bill are currently working on the agenda
* Mario is not retiring, but Lori announced her retirement - Mario is going to stay on for another year but Lori’s position is up for election.
* Must send invitation to board leads for meeting on May 10th - **DONE**

**18) Communications Report**                                        Paul

Communications Report for April 2018

There is not much to report for this month. Activity has been lower possibly due to report cards and preparation for Skills Ontario. Below are actions that have occurred:

·         Revised sponsor area and added links for new vendors

·         Added link on main page to direct users to resource area

·         Distributed the monthly website metrics to the executive (should the BOD be included in this?)

·         Responded to inquiries regarding resources (standard projects, pre-service teacher planning)

·         Had nomination form placed on main page (Thanks Christine)

·         Revived twitter (started daily updates), FB page is inactive (Do we want to revive this?)

·         Advertised conference on twitter (This will continue)

·         Will setup a hash tag for the conference e.g. #con2018

·         Collected images and setup drop box for sharing with communications group. This will be shared with Blueprint once they have been vetted

·         Sent out outreach letters to provincial tech orgs (Thanks Cheryl for researching and developing the list)

·         Ongoing review of website (highlight materials for culling, daily review and debug)

***Future Actions***

·         Preparation for the May conference

·         Development of a how to navigate video for the website

·         Creation of a Twitter contest (To promote the use of Twitter, Tech and OCTE)

·         Request for Logo’s from professional organizations (The intent is to increase the awareness of OCTE, possibly develop collaborations, and provide useful contacts for our users)

·         Start developing an international outreach program (U.S.A., Australia, U.K.)

There is an ongoing need for news articles, images and resource submissions to all areas especially admin, funding, teaching and learning and pre-service

**19) French Language Update**                                                            Mario

* Accomplishments for AGM booklet.
* Over 50 will participate, not sure Secondary Elementary ratio.
* Need to discuss with Dave and MOE MYP.
* French MOE attending ???

**20) Elementary Report**                                                                   Ingrid

**Updates:**

1. OCTE Conference 2018 Planning

* Finalizing workshops and organizing materials
* Not many materials will be needed to be ordered, if anything
* Error on the agenda handout - no breakfast provided

2.  OTF Summer Institutes

* Our workshop has been approved and OCTE Elementary will have a ½ day during the London summer institute August 8-10
* Materials will need to be ordered

3. STAO is offering another agreement for OCTE to attend STAO conference and discuss how to further promote tech ed and use the rest of the kits that were purchased

**21) Membership update**                                                                  Christine

**22) Education Update**                                                                    Karen

Contest is being wrapped up, cheques for the top winners as well as Subway GC will be mailed/distributed today. Will send Paul the poster and video links of the contest winners to be uploaded to the website. Committee wants to have the top posters printed and ready for the conference to be distributed so we will be looking for sources to do so. Budget for the posters was accounted for in our Fern report and we have additional funds due to the lack of French submissions.  To date, we have spent $280.00 on Subway GC’s, cheques for $1200 in total for top three winners (posters and videos) for a total of $1480 to date.

**23) OCT writing project**                                                                 Karen

Phase One is complete and Phase Two training session will take place on Saturday April 28th from 9:00 - 1:00 as a teleconference. Format was changed due to the proximity of some of the writers and the budget does not allow for travel/mileage for long distances. Therefore the original session booked for Best Western in Burlington has been rescheduled for Saturday June 23rd. Call out for writers will be sent to the membership and posted on the website on May 28th, as per our contract with OCT. Phase Three BBT areas are as follows:  *Hairstyling and Aesthetics, Grades 9-10, Hairstyling and Aesthetics, Grades 11-12;  Health Care, Grades 9-10;  Health Care, Grades 11-12, Hospitality and Tourism, Grades 9-10; Hospitality and Tourism, Grades 11-12*

**24) Other Business**

**25) London Hospital Gift and Tour**                                                   Karen

**Next meeting at OCTE Conference (May 10-12th, 2018)**

**Meeting and tour adjourned at 3:10pm**