**OCTE Executive Meeting Minutes**

Friday February 22, 2019 - 9:00am to 11:00am

**Teleconference Information:**

Please join my meeting from your computer, tablet or smartphone.

[**https://global.gotomeeting.com/join/**](https://global.gotomeeting.com/join/)

First GoToMeeting? Let's do a quick system check:

<https://link.gotomeeting.com/system-check>

**Chaired by:** Dave Lewis

**On Teleconference:** Bill Fetter, Mario Blouin, Paul Fraser, Christine German, Lori Carlisle, Ingrid (nee Munson), Wade Richardson, Karen Linehan-Caulfield, Veronica Kleinsmith, Bob Fularski, Clarke Perry

**Regrets:** Brent Coakwell, Kevin Caughlin, Chris Tucker, Derek Murphy

**Agenda**

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

[Dragula 2.0](https://windsor.ctvnews.ca/video?clipId=1603455) – KDHS builds hot rod and enters Detroit Autorama

2) **Approval of January 29th meeting minutes**(Attached in Dave’s email)  Bill F

**Noted change in BOD section:** We would like to invite the OCTE BODs to participate on the Friday of our May conference (breakfast, lunch and awards dinner for those able to make it).  We will offer a meeting room for the BODs meeting that day (I am recommending after lunch during the round table discussion time 1:20 to 3:00) so you can have the BODs meeting, then attend the AGM at 3:15 and the Awards reception and banquet that evening.

To help keep costs down we will only be able to cover full conference attendance and hotel rooms for those BODs working/helping with the conference.

All other meeting minutes remained unchanged.

**Ingrid motioned to approve amended minutes, seconded by Paul Fraser - AIF**

3) **Business Rising from minutes**                                                          Dave L

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

**ACTION ITEM -** Bill, Chris, Dave and Paul to draft up letters Dave has talked to Ministry, interest/want to support OCTE and the Conference. Possible to have two ministers of education at the Conference (MTCU/ Min Ed.) Jeff Piro has been given the green light to work with Dave. We should take the opportunity to publicize/promote (ie: through TEBL, Brent and Kevin - OPC) - **ONGOING Letters need to be drafted**

**ACTION ITEM (2) -** Sourcing information on Awards (templates, framing, vendor)

In work, request has been made to Cheryl by both Paul and Bill for the existing templates Concern over the number of Awards, Lori still getting nominations sent to her. It was believed that the nominations would auto-populate into an Excel spreadsheet. Messaging has gone out to make nominations. **Executive members asked to consider nominating people and organizations that work closely with OCTE**. - **DONE - Bill picked up the USB from Cheryl along with the box of miscellaneous OCTE cards. Dave has frames left over from last year.**

**ACTION ITEM (2) -** Bill and Dave to Teleconference with Josie RE: CHSAT 2.0

 Josie no longer in the same position - **Dave Contacted Josie by email should go to the director - Josie has forwarded the contact information.**

**ACTION ITEM** - Find out Jeff Piro’s title as it has changed according to SHSM emails-**DONE**

**Jeff Piro**

Education Officer

Policy Implementation and Skills Unit/Enhancement Programming Unit

Program Implementation Branch | Student Achievement Division

Ministry of Education

**ACTION ITEM** - Chris to create a Google Doc for relations and actively seeking partnerships with companies - **DONE**

**ACTION ITEM** - Paul has reached out previously and will forward his list on Tech Ed in other provinces or national organizations - **DONE**

**ACTION ITEM** - Dave to send letter out to Executive - support of Summer Internship Program - **DONE - Sent this morning**

**ACTION ITEM** - Paul asked to put together a Google Doc representing Executive roles and responsibilities - **DONE Dave to work with Paul on a graphic organizer**

**ACTION ITEM** - Paul will forward letter to Brent on tech being “hidden resource” - **DONE**

**ACTION ITEM** - we need to find out where French language forms go if submitted through the French side of the website - **DONE - Mario, Paul and Christine contacted Blueprint**

**ACTION ITEM** - website affiliation /login process to be cleaned up - **DONE**

**ACTION ITEM** - Front page needs to highlight Conference. No link / posting to Conference. Conference registration currently shows vendor registration  - **DONE**

**ACTION ITEM** - SELO has asked for OCTE representation at STEM initiative - June 5-6 at Mohawk College. Need a second person along with Chris  - Ingrid (Elem), Paul/Veronica/Bill - to check schedules (Sec) - **ONGOING - To be followed up with Chris**

5) **Review OCTE Executive Plan 2018/2019**                                        All

- Draft OCTE Executive  and BOD organization

- May 2019 Executive and BOD Elections

- **Any other concerns/recommendations or amendments need to be approved at AGM**

**-** Specific duties need to be cleaned up

**OCTE Executive to check their descriptions as stated (taken from Constitution) - link on website / Paul made a Google doc for Executive**

-Positions need to be filled properly so please let Dave know who is running/not running for Executive positions

6) **OCTE 19th Annual May Conference**                                            Dave/Wade All

- [Click Here for Conference Agenda](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fspreadsheets%2Fd%2F1ev5bI9yJHvNAvP6qbf8B7YhSyCxbVeU1eK8OQW2twAM%2Fedit%23gid%3D0&data=02%7C01%7Cbill.fetter%40publicboard.ca%7Cd9a55a89817e48f61b9a08d698124581%7C6ce0010e3b3a4614a2dbdb73b18f219f%7C0%7C0%7C636863602647169288&sdata=qAWTjHV%2BmTwQ1rN2vIPAAZ74WgbwNUa%2FWnL%2BUuQQ6kE%3D&reserved=0)

- Marketing of conference to Secondary, Elementary, Administration, Business and Industry, Student Teachers, Colleges Etc.

- Wine Reception Niagara College Sponsorship - concerns and process

- Program Book quotes and proposed new plan

- AV Plan last year was expensive

- Girls in Technology Workshop - **Bill to contact Nour Hachem-Fawaz from We Build-A-Dream**

- Round Table discussions - Leads 2 persons, 1 to animate 1 to record info.

- Thursday Afternoon Plenary - exemplary practices - **Possibly have Nour attend plenary**

- Vendor Area - power, vendor updates

- Spring Conference facility 2020 contract - concern over sanctions and government decisions/agreements in education - concern extends to fall conferences as well

- Ahead of last year in attendance, 50% of rooms/hotel is booked,

- Dave will market and promote at TEBL Spring Symposium

Discussion on Wine Reception provided by Niagara College - corkage fee should be related to Hilton’s liquor license and liability not OCTE

7) **Pathways Conference 2019 and Leadership Conference 2019** - Proposal to combine and run at the beginning of October

* Partnering with SHSM - Chris Tucker and Christine German hosted a SHSM provincial board leads similar to TEBL in January,
* Thinking of Fall conference bringing ALL pathways leads together in one spot at one time along with technological education through OCTE.
* Does OCTE want to take that on? Great networking opportunity.
* October 2-4, 2019 tentatively
* Make sure administrators have the opportunity as well
* Will MOE send out communication for Conference? Discussions have been “behind the scenes” but MOE impressed by Chris and Christine’s work in January. Great networking opportunity.
* There is money to support attendance through SHSM/OYAP/Pathways/Experiential Learning

8) **Planning Weekends**

* Now confirmed with Fern

**June 7 to 9, 2019** - Executive meeting and planning

**September 13 to 15, 2019** - Executive with key committee members

9) **Elementary Safe Docs Update**                                        Ingrid/Karen

**and other Elementary Committee items**

* Ingrid updated advertisement, letter of agreement, applications and rubric

10) **Secondary Safe Docs Update proposal**                        Karen

**and other Education Committee items**

* Contest is open and will close on March 31st with results to be posted on/by April 30th
* NTIP project is ongoing with Bill & Paul
* Propose that we move ahead with the 11 new/updated SAFEdocs as per our report from Fern; approval for budget to cover writers, etc- the usual writing projects are over 4 days however given the budget looking at only 2 days per writer @ $375 per day; balance to cover the possibility of a project manager, possible face-to-face meeting
* Concerns/questions still over TDSB videos - 10 videos taken down (currently unavailable)
* **Comprehensive list to be created - going through resources to focus areas of need in SafeDOCS/video resources - Karen, Mario and Bob for both Elementary and Secondary SafeDOCs updated - to be updated for March meeting**

11) **OSBIE and OCTE** Dave/Bill

* OSBIE has been asked by school boards to do presentations on health and safety, risk management and
* OSBIE has asked if OCTE wants to co-present
* How can we (OCTE) possibly do presentations? Who would do that? What vision does that create in the province
* A lot of due diligence through OSBIE and risk management
* Interested in having them at a Conference and hearing from OSBIE
* Suggest having a timed call-in for March Executive meeting

**Allison Palis**, BA (Hons), CRM, CIP

*Loss Control Coordinator*

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12) **OCTE Budget update**                                                      Bob/Clarke

13) **Awards**                                                                        Chris / Paul

Promotions on social media and website

Spread the word to apply/nominate

Removed OTIP Award from website - we have not awarded award

**CLOSING DATE is end of March / finalized by mid-April**

14) **TEBL update**                                                                Bill and Mario

* Technological Education Retirement Forecast Survey results is compiled. Over 800 people participated in the survey.
* March 6th will be our next meeting, it will be held at Plug N’ Drive we’ve sent a memo to reserve the date and bring material. The agenda has been set and will include OCT, universities, MOE, members from QECO and OSSTF, and the TEBL 45-50 have confirmed their attendance
* Need to setup a place to host documents for TEBL members with login with Blueprint.
* Chris Tucker contacted Anita Web (MTCU) to attend Spring Symposium

15) **Communication Update**                                                  Veronica

* Committee meeting on Monday February 25th all day
  + [CLICK HERE for the Communications Committee meeting agenda](https://docs.google.com/document/d/13FO1SkOadelphxe4stmi-_PDpwQqK7ZvJi7iBW6CWQY/edit?usp=sharing) - more to come after tomorrow’s meeting
* January Website Report just received this morning
* [CLICK HERE for January Web REPORT](https://drive.google.com/file/d/0B39jUX6009XDT09jQ1FYRkZQRlpIR2tHRkdlRDkxUTBQUUhF/view?usp=sharing)
* Twitter - Following 720 with 913 followers
* 5,710 Tweets

16) **French Language Update**                                               Mario

No changes from last meeting.

How many registrations for conference at this point 15?

17) **Membership update**                                                        Christine

42 boards affiliated - 2522 members currently

18) **Other Business**

* Kevin Graham   - new program called “Supporting Our Youth”  - focus on apprenticeships, email was sent around but not everyone received it - interest in knowing more about it.

**Future Meeting Dates for OCTE Executive 2018 - 2019**

·     March 22nd - Face-to-face OCTE Executive meeting - TBD (starts at 11:00 am)

·     April 26th - Face-to-face OCTE Executive meeting - TBD (starts at 9:00 am)

·     May 9 - 11th - OCTE Conference - Hilton Meadowvale

·     June 7 - 9th - OCTE Planning Weekend Fern