

ITEMS OF INTEREST FROM THE SEPTEMBER 30, 2010 BOARD OF DIRECTORS' MEETING

ENHANCING COMMUNICATION! The Board of Directors continues to focus on enhancing communications within the association and with our various partners and affiliates.

Last year, we embarked on re-energizing the look of our communications. We developed the new logo, incorporated the look into our letterhead and website, and now have changed the look of the President's Communiqué.

Give us your feedback on these changes....either through a forum on the website or through the OASBO office, directors or committee chairs. This is your association....let's ensure it remains vibrant!

The Board approved the **Auditor's Report** for the fiscal year ending August 31, 2010. General expenses have been consistent and OASBO continues to maintain its equity by keeping budgets and actual in line. While there was a decrease in Active membership numbers, a significant increase has been realized in Business Associate memberships.

A close review of OASBO **Roles and Responsibilities** was made which outlines the specific roles of the Board, Executive Director, the Rep Team and Standing Committees. The guide gives members a solid description in terms of taking on selected roles. This document will be posted on the OASBO website in the members' Area under "Resources".



**KAREN FOX,
OASBO PRESIDENT**

The draft **RFP for external Auditor (for 2011)** was approved which will be sent to selected CA firms. A small group of Directors was identified to evaluate the submissions.

Approval was given by the Board to the **revisions to the 2010-11 OASBO Operating Budget**. With the addition of two new Standing Committees (Internal Audit and Professional Development) funding to support their operation has been taken from Association reserves.

A **Vacancy on the Board** has emerged and the Board accepted with regret the resignation of Bill Murray as Director. Discussion took place regarding the selection process to fill this vacancy for a one-year term.

All Committee Chairs will be approached to submit the name of a candidate. Based on OASBO's new Governance structure,

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submissions will be reviewed by the Rep Team at its meeting on October 20, 2010 and a recommendation made to the Board of Directors for final approval.

Following the June 7, 2010 decision of the Board to recognize the **Risk Management & Insurance as a sub-committee**, it was agreed that the Finance Committee would be asked to act as the umbrella structure for the sub-committee.

Discussion took place regarding the sustainability of the **Privacy & Information Management Taskforce (PIMT)**. The Taskforce created a Toolkit for boards to develop guidelines for the access, privacy and ethical use of information but the implementation process has not been completed. Funding has been made available from CODE over the past 3 years but it will run out in August 2011. Funds are needed beyond this date to host the website and to cover meeting expenses. The website is a valuable asset and needs to be kept current. The Board agreed that a sub-committee under the umbrella of IMPAC (Information Management/Privacy & Access Committee) be established and that the current PIMT website be rolled into the OASBO website.

A summary of the utilization of the **Teleconferencing Service** over the past year was reviewed. Most Committees have used the service and found it helpful. The main issue is that equipment is not available at all school boards. The Polycom speaker phone seems to be a better host for larger meetings. It was suggested that a few host locations be identified where the equipment is permanently set up and arrange for committees to meet at that facility.

The list of equipment locations will be shared with Committee Chairs. At present the Board agreed that it is not feasible for OASBO to purchase teleconference equipment and place the responsibility on Chairs to 'transport' the equipment from venue to venue.

On October 1, 2010 a **Joint Meeting of Directors and Chairs** was held at the Huff Estates in Bloomfield, Prince Edward County. The group was reminded of last year's joint strategic planning retreat where the establishment of association strategic directions and objectives were completed for a three year period. These included (i) facilitate learning opportunities through meaningful and effective PD; (ii) enhance ability to collaborate and communicate using new technologies (i.e. OASBO website) to engage members; and (iii) develop new partnerships and nurture existing ones. This year a visioning exercise, utilizing *FISH! Sticks*, was held to determine how to keep the vision and purpose statement alive. Three questions were posed and some of the feedback follows:

1. How do you or can you generate the vision of the Association? More use of the website is needed to send messages to members about learning opportunities. Hold more than one Joint Meeting of Directors and Chairs, including one during the Annual Conference. At the Annual Meeting, provide an opportunity to celebrate the success of the various Committees and how they influenced the education sector.

2. How can you keep the vision going, especially amongst Committees? Committees to provide educational forums and also ensure that there is representation from all boards, including those from the North. Identify Committee needs and ensure it is posted on the OASBO website. Committees are encouraged to establish operating standards and committee structures.



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3. What supports do Chairs need to be able to support the vision?

Access to teleconferencing equipment and protocols to be set in place for introduction of new members when joining a conference call. Directors to get involved at Committee level for planning. Post best practices on OASBO website in areas such as structure, terms of reference and objectives. Establish communication via computer using technology such as Adobe Connect Resource. The ICT Committee offered to present a demonstration session at the Annual Conference.

Communication was emphasized and how Committees can contribute to enhancing this area. Chairs were asked for items for inclusion in *The Advocate*. Assistance is available from the OASBO office to develop ideas further into an article. A suggestion was made to include letters which OASBO has forwarded to government agencies to keep members informed of the Association's involvement in areas of interest and concern to members. Committees were also asked to focus on topics for presentation at the 2011 Annual Conference based on the overall theme "Expanding Communications". This is an ideal opportunity for committees to partner and organize the presentation of joint sessions. It was emphasized that the Rep Team is a critical group to implement the exchange of information between committees, and is important for advocating nominees for serving on the OASBO Board of Directors.

The **Roles and Responsibilities** of OASBO President, Vice-President, Past President, Executive Directors, Standing Committees and the Rep Team were reviewed. The document will be made available to all OASBO members to improve the communication process and to inform members of tasks, should they decide to become involved in OASBO Leadership. The section on 'Board member' was highlighted and the type of role to which the individual must

commit. The group was made aware that the document will be updated before it is widely distributed to the membership.

The **selection criteria** for filling the current **vacancy on the Board of Directors** will be forwarded to Chairs. A question arose regarding the Advisory role which Bill Murray filled in the areas of Disability Management and Health & Safety. Is it the intention to seek a replacement for these specific areas, and if so, is it feasible to ask all 15 Standing Committees to submit the name of a candidate? It was indicated that the intention is to replace a member on the Board, not to replace a function.

During the Questions and Answers portion of the Joint Meeting, clarification was given on how **Committee Budgets** are set. Over the years, the amount allocated was based on needs of the particular Committee. It was clarified that a separate budget exists for committee presentations at the Annual Conference. Further discussions will be held at the next Rep Team meeting with regard to Committee budget needs. OASBO realizes that there are different initiatives and a variance in committee membership exists. These factors are taken into consideration when budgets are allocated.

Closing Remarks

According to *FISH! Sticks*, getting a vision to stick can be a problem. A vision statement may be posted, but it often lacks the people power to make a difference. OASBO's vision of bringing together dedicated professionals who are committed to collaborative development, sharing and promotion of leading business practices in education needs the power of its membership to remain alive, vibrant, and sustainable. So, during the recent joint chair and director meeting we discussed ways in



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which we can generate this vision, keep it going, and the supports OASBO can provide. The discussion from the group was summarized in this communiqué, and I ask each member to reflect on what the association is about and how it can better meet your professional needs.....it is a personal choice to commit to the collective vision and make a difference! OASBO is comprised of 15 standing committees that represent each of the various business disciplines. Each continues to foster strong partnerships and alliances, and provide

valuable networking opportunities specific to business professionals in education.

As we progress through the school year, I wish all members continued success in their business areas and look forward to everyone's participation and contribution in making YOUR association vibrant and sustainable.

Kind Regards,

**KAREN FOX,
OASBO PRESIDENT**