

Minutes

Meeting Details

Meeting	Executive Council
Date & Time	December 14 th , 2019 at 11:00 AM - 5:00 PM and December 15 th , 2019 at 10:00 AM - 4:00 PM
Location	130 King Street W, Toronto, ON M5X 1C9

Revision History

Version	Date	Author(s)	Revision Notes
1.0	December 15 th , 2019	Taylor Dallin	Draft Meeting Minutes
2.0	January 5 th , 2020	Taylor Dallin	External Meeting Minutes

Meeting Attendance

Name	Role	Attendance
Voting Members		
Sophia Trozzo	Chief Executive Officer	Y (call-in 14) / Y (15)
Tara Rezvan	Chief Financial Officer	N (14) / Y (call-in 15 afternoon)
Sally Meseret	President	Y
Jade Bilodeau	CBC President	Y
Sofia Zamorano	CBC Vice-President	Y
Sarah Chun	PBC President	N
Sam Abbott	PBC Vice-President	Y (14) / Y (call-in 15 morning)
Quorum Achieved (2/3)		Yes (71%)
Non-Voting Members		
Cameron Prosic	Public Affairs Coordinator	Y
Taylor Dallin	Operations Coordinator	Y
Simon Harris	Policy Coordinator	Y
Arlene Wang	Media Design Coordinator	Y
Lily Sutton	Outreach Coordinator	Y
Justine Mackay	Professional Development Coordinator	Y

Meeting Minutes

#	Agenda item	Key Points Noted
Opening		
1.	Call to Order	Meeting was called to order at 11:20 AM.
2.	Approval of Agenda	J Bilodeau Seconded by S Abbott
3.	Approval of Minutes	S Abbott Seconded by J Bilodeau
Information Items		
4.	CEO Address (S Trozzo)	- S Trozzo shared plans for the night activity and that she looks forward to the weekend ahead
5.	Presidential Address (S Meseret)	- S Meseret shared the following update: <ul style="list-style-type: none"> - OSTA-AECO was featured on Breakfast Television - Had a meeting downtown to work on prebudget submission
6.	Coordinator and Board Council Updates	- C Prosic shared the following update: <ul style="list-style-type: none"> - Posted the Student Well-Being monthly well-being tip, as well as the graphics for Communications' OSTA Smiles campaign - Made progress regarding a motion passed at the previous meeting to post Student Trustees' contact information on the OSTA-AECO website - Developed a disclosure of information contract for that initiative to ensure its legality and protect OSTA-AECO - Finished the OSTA-AECO social media policy in collaboration with A Dhanjal and asked the Executive Council to look it over - Measured metrics for the OSTA Smiles campaign and the general content category of featuring Student Trustees <p>- T Dallin shared the following update:</p> <ul style="list-style-type: none"> - Had a call with SMHO about their ThriveSMH provincial student reference group, results from the HearNowON survey, the new SMHO help-seeking resource, and how to promote that resource across Ontario - Received an invitation for the OPHEA Cannabis ThinkTank - Student Well-Being put up their monthly well-being tip, Communications started the OSTA Smiles campaign and designed the graphics for the monthly working group update, French Relations created a French education survey and the expense request form for their Ottawa conference, Advocacy is working on their IEP handbook, Indigenous Relations is planning their Indigenous blanket exercise for BCC, OSVA is preparing to release applications, and Student Achievement is working through the idea to write letters to incoming Student Trustees

		<ul style="list-style-type: none"> - Organized and posted the monthly working group update - Carried out check-ins with all of the working groups - Sent out a planning document for BCC Working Group Breakouts - Wrote the draft meeting minutes for the November Executive Meeting - Worked on the external meeting minutes for the November Executive Meeting - S Harris shared the following update: <ul style="list-style-type: none"> - OSTA-AECO has been invited to the OSSTF D12 office - Further updates to be shared during the prebudget submission session - A Wang shared the following update: <ul style="list-style-type: none"> - Posted the Executive Council meeting minutes on the website - Currently uploading FGM photos on the website and collaborating with Justine - Will be posting BCC material shortly - Stressed the importance of having everyone on the Executive Council read through OSTA-AECO's reports and publications to catch errors and make suggestions for edits - L Sutton shared the following update: <ul style="list-style-type: none"> - Has been communicating with RECFO - Planning to have a call with the RECFO with S Meseret and the French Relations Co-Chairs - Spoke with French Relations Co-Chairs about having the French Relations Working Group attend a French for the Future forum before BCC - J Mackay shared the following update: <ul style="list-style-type: none"> - Checked in with both Board Councils and T Dallin regarding BCC breakout sessions - Created a template for the Board Councils and Working Groups to organize agendas and materials for their respective breakout sessions - Communicated with the hotel and sorted out pricing - Finalized the external agenda for BCC - Currently working on finalizing the internal agenda - Currently sorting out which Executive Council members can come to BCC early - Sent out BCC registration - Changed the timeline for early bird registration so that it is open for one week - 40 Student Trustees are registered for BCC - Currently working with C Prosic on securing a guest speaker - J Bilodeau and S Zamorano shared the following update: <ul style="list-style-type: none"> - CBC is on the third step of their environmental stewardship
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		<p>pillar – the first step was releasing the document and the second step was developing an internal document and presenting the official document at FGM</p> <ul style="list-style-type: none"> - The third step involves sending out a Google Form to CBC so that they can answering a series of questions – they are then taken to another set of questions based on their previous answers - The overall purpose of the third step is to gather recommendations and measure progress within school boards, as well as to facilitate reflection and feedback on the pillar - Communicated with OCSTA about January Seminar in Toronto - J Bilodeau and S Zamorano will be opening the conference with the President of OCSTA, as well as running sessions for Student Trustees - J Bilodeau and S Zamorano plan to promote OSTA-AECO and discuss Ontario Catholic Student Youth Day at the seminar - Pillar 2 has begun (Faith in Action) - Currently working on an internal document and conducting local research about social justice action and non-profits - Next step is carrying out a social media campaign called “We Are Called to Serve” to put a spotlight on social justice initiatives happening across Ontario - J Bilodeau and S Zamorano hope to motivate student leaders through this social media campaign and highlight the great work that is happening - For one of the CBC breakout sessions, Student Trustees will be going to the Ottawa Mission to put their faith into action in accordance with the new pillar – the goal is to bring the entire board council together to volunteer and give back - A reflection and prayer service will take place afterwards - Planning to ask Student Trustees to bring socks to BCC for donation - Secured guest speaker for Ontario Catholic Student Youth Day and planning to open registration in January <ul style="list-style-type: none"> - S Abbott shared the following update: <ul style="list-style-type: none"> - Winners of PBC mentorship challenge have been selected and will be announced shortly - Sharing goals for the new year is the next mentorship challenge - Attended advocacy day and met with Minister Stephen Lecce and other MPPs - OPSBA survey results have been released – a key finding was that parents don’t see education as an area for cuts; they see it as an investment - Currently organizing a non-partisan panel for a PBC breakout session at BCC – planning on reaching out to panelists – overall topic of panel is how to thrive as a young
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		<p>leader</p> <ul style="list-style-type: none"> - Asked Executive Council for recommendations regarding possible panelists
7.	Financial Update (T Rezvan)	<ul style="list-style-type: none"> - T Rezvan shared several documents summarizing the quarter one update (September 1 – November 30), including the YTD income statement, balance sheet, updated FGM conference report, BCC revenue and expense projections, Q1 budget variance report, and memo outlining highlights and thoughts from Q1 - OSTA Supports for BCC is now open
8.	Board of Directors Update (M McCormac)	<ul style="list-style-type: none"> - M McCormac shared that there is no update from the Board of Directors
9.	Prebudget Submission (S Harris)	<ul style="list-style-type: none"> - S Harris shared a rundown about GSNs and what a prebudget submission is - Deadline for the prebudget submission is mid to late January - S Harris overviewed the layout of a prebudget submission – introduction, recommendations, and conclusion - S Harris reviewed OSTA-AECO's prebudget submission from last year - S Harris emphasized the importance of backing up OSTA-AECO's proposed areas of investment - S Harris shared possible prebudget submission topics and led a brainstorm/discussion on them with the Executive Council - Timeline: <ul style="list-style-type: none"> - January 2: Report is complete - January 2 to 6: Executive Council review process - January 6 to 10: Stakeholder review process - January 10 to 15: Final proofreading and designing - January 15: Send out embargoed copy - January 20: Official release
Lunch		
10.	Equity Document (S Meseret)	<ul style="list-style-type: none"> - S Meseret led a work session for the equity document - The Executive Council broke out into smaller groups to plan the survey - For promotion, possible ideas include a template for Instagram stories, posters, presentations, template school announcements, board memos, board promotion, school accounts, regional reps for CBC and PBC - Steps: <ul style="list-style-type: none"> - 1. Compilation of local media sources - 2. Send out survey - OPSBA, OCSTA, and board chairs - 3. Student Trustees – OSTA prize bag - Students – gift cards - Executive Council and regional check-ins - Tentative timeline: <ul style="list-style-type: none"> - February 3 to March 27: survey open - March 27 to April 10: data analysis - April 11 to April 27: writing

		<ul style="list-style-type: none"> - April 28 to May 5 or 8: internal editing - May 16: final draft - May 18: embargoed copy - Possible release date: the Friday of AGM – May 22
11.	OSTA-AECO 20 Years (S Meseret)	<ul style="list-style-type: none"> - Brainstorm and planning postponed to the next meeting
12.	Review of Actions, Decisions, and Next Steps (S Trozzo)	<ul style="list-style-type: none"> - To be discussed the following day
13.	Motion to Adjourn	<ul style="list-style-type: none"> - Meeting adjourned at 5:02 pm

#	Agenda item	Key Points Noted
Opening		
1.	Call to Order	Meeting was called to order at 10:04 AM.
2.	Approval of Agenda	S Zamorano Seconded by J Bilodeau
Information Items		
3.	CEO Address (S Trozzo)	<ul style="list-style-type: none"> - S Trozzo shared a brief welcome
4.	Team Recap (S Trozzo)	<ul style="list-style-type: none"> - S Trozzo led a discussion regarding growth as a team over the last few months, as well as next steps and improvements (a group evaluation of progress) - Goals: getting everyone on the same page/collaborating, increasing transparency and accountability, sticking to plans, communicating more, not getting stuck in negative feedback loops, having a positive mindset moving forward, genuinely trying to see other people's perspectives, practicing empathy more, respect for the current Executive Council and those from the past - The Executive Council went around the room and shared positive affirmations
5.	Executive Council Webinars (S Trozzo)	<ul style="list-style-type: none"> - S Trozzo opened the floor to discussion about Executive Council webinars - The purpose of the webinars is to overview Executive Council roles and answer questions – this resolves the inequity new Student Trustees face since they do not know as much about OSTA-AECO in comparison to transitional Student Trustees - These webinars can be hosted a few weeks before AGM - Idea for separate webinars: <ul style="list-style-type: none"> - Each role deserves its own webinar to do it justice – possible idea would be to have one webinar per role since

		<p>it would be difficult to have one person cover everything</p> <ul style="list-style-type: none"> - It would not be difficult to coordinate several webinars - The General Assembly may not want to sit through one long webinar <p>- Idea to film videos:</p> <ul style="list-style-type: none"> - Another idea would be to film videos for each position and use the webinars as an opportunity for a Q and A - Not everyone will be available on certain days if there is one webinar per person <p>- Ideas about the timeline:</p> <ul style="list-style-type: none"> - The webinars should be hosted after the majority of Student Trustees are elected – many Student Trustees do not know about OSTA-AECO when they start out or are not aware of the social media groups/pages - Finish webinar planning by March since the equity document and OSTA-AECO 20 Years project are also happening near the end of the year - Executive Council should inform OSTA-AECO members right away (ex. At BCC) <p>- Ideas about promotion:</p> <ul style="list-style-type: none"> - Idea to put link to webinars in the registration for AGM - Idea to explain what AGM is during the webinar, especially considering the link to the webinar will be shared in registration emails - Concern about Student Trustees who register late – idea: have the link available in the board registration form, the student registration form, on social media, and through outgoing Student Trustees - Important to consider promoting a way for outgoing Student Trustees to inform incoming Student Trustees about OSTA-AECO as well <p>- Idea about a Q and A social at AGM:</p> <ul style="list-style-type: none"> - Idea to have a Q and A social at AGM (ex. At AGM, have a walkaround activity on the Thursday night where people can get to know all of the Executive Council roles) <p>- Main idea:</p> <ul style="list-style-type: none"> - Main idea is to host a big OSTA-AECO webinar (overview AGM, how to join Facebook group, all of the Executive Council roles), record/share the webinars, and then have the walkaround Q and A at AGM - Give each Executive Council member about 3 to 5 minutes for a brief elevator pitch - Idea to post time stamps of when in the recorded webinar certain positions come up or even post the recording in sections - Important to tailor the information since many incoming
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		<p>Student Trustees experience information overload</p> <ul style="list-style-type: none"> - Having a PowerPoint/visuals will be very helpful <ul style="list-style-type: none"> - Urgent task is updating the organizational structure flow chart - Advantages of having one big webinar: <ul style="list-style-type: none"> - Having one big webinar is helpful because by explaining each role, the Executive Council is also explaining all about what OSTA-AECO is (ex. PD would explain the conferences) - In addition, having separate webinars might defeat the purpose because people are attending the webinars to learn about the various roles and might not know which webinars to attend beforehand - It also allows people to learn about roles they might not have considered running for at first - It is more efficient and demonstrates that the Executive Council is one cohesive unit
Lunch		
6.	Secret Santa	- Secret Santa gift exchange
7.	Equity Document (S Meseret)	- S Meseret led a discussion regarding the following items: <ul style="list-style-type: none"> - Approving a timeline - Condensing questions - Developing personal questions for the survey - Reviewing responsibilities
8.	BCC Planning Session (J Mackay and S Trozzo)	- Postponed to the next meeting
9.	Procedure: Booking Meetings	- Postponed to the next meeting
10.	Review of Actions, Decisions, and Next Steps (S Trozzo)	- Book travel for the January Executive Meeting
11.	Motion to Adjourn	- Meeting adjourned at 4:08 pm

Upcoming Meeting:

- **January Executive Meeting:** January 11th, 2019