

Minutes

Meeting Details

Meeting	Executive Council
Date & Time	March 28 th , 2020 at 10:00 AM - 2:30 PM
Location	Microsoft Teams conference call

Revision History

Version	Date	Author(s)	Revision Notes
1.0	March 28 th , 2020	Taylor Dallin	Draft Meeting Minutes
2.0	April 16 th , 2020	Taylor Dallin	External Meeting Minutes

Meeting Attendance

Name	Role	Attendance
Voting Members		
Sophia Trozzo	Chief Executive Officer	Y
Tara Rezvan	Chief Financial Officer	Y
Sally Meseret	President	Y
Jade Bilodeau	CBC President	Y
Sofia Zamorano	CBC Vice-President	Y
Sarah Chun	PBC President	Y
Sam Abbott	PBC Vice-President	Y
Quorum Achieved (3/3)		Yes (100%)
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 10:04 AM.
2.	Approval of Agenda	S Zamorano Seconded by S Meseret
3.	Approval of Minutes	J Bilodeau Seconded by S Abbott
Information Items		
4.	CEO Address (S Trozzo)	<ul style="list-style-type: none"> - S Trozzo thanked the Executive Council for being understanding of the current situation - S Trozzo commended those working on the equity document, as well as the Co-Chairs and the Catholic Board Council who have had to find innovative ways to advocate since their events were cancelled due to COVID-19 - S Trozzo shared that weekly calls with the Board of Directors are happening as further updates get released from the province - S Trozzo shared that the Board of Directors is taking over external communication to ensure that messaging is consistent - S Trozzo explained that there has not yet been a final decision on whether or not AGM is happening – having events in late May is still uncertain, but the Executive Council may need to start looking at other options - S Trozzo shared that a subcommittee about online options for running AGM will be initiated - S Trozzo clarified that Executive Council elections will be planned and carried out by the Board of Directors - S Trozzo announced that there will be a review of several members of the Board of Directors as they have now hit their 2-year mark
5.	Presidential Address (S Meseret)	<ul style="list-style-type: none"> - S Meseret thanked those who have been a part of the Equity Document survey and those who have been promoting it - S Meseret recognized that this time of year can be draining, so it is important to go back to the original vision for the year and appreciate why all of this work was started in the first place - S Meseret stressed that people should not be forced to do the work; motivating others and establishing an environment where everyone feels supported is essential - S Meseret emphasized that everyone should feel involved and people should believe in the task at hand – the year is wrapping up and it is the beginning of a new chapter for many
6.	Equity Document Update and Progress (S Meseret)	<ul style="list-style-type: none"> - S Meseret shared that there are currently about 1500 responses for the equity survey and that there is a high concentration of responses from certain school boards - Goal: getting that same number of responses from other school boards - The entire Executive Council should have access to the form soon in order to review responses – S Meseret will share the link

		<ul style="list-style-type: none"> - S Meseret opened the floor to discussion on ways to go about getting responses with individual student trustees <ul style="list-style-type: none"> - Working with Board Councils and Working Groups - Looking into paid promotion on social media - Key dates: <ul style="list-style-type: none"> - March 30: goal of hitting 3000 responses - April 17: survey close date - Month of May: writing - May 21: embargoed copy - May 28: release date - Goal: having all Executive Council members send names of organizations to reach out to by Wednesday of next week (2-3 per person) so that a mass survey promotion email can be sent - S Meseret thanked J Mackay for putting together Student Trustees' emails – S Meseret will be matching up an Executive Council member with 3-4 General Assembly members to encourage and facilitate survey promotion - S Meseret proposed setting up a goal for each school board to pursue in terms of number of survey responses <ul style="list-style-type: none"> - Option 1: standard number of responses per school board - Option 2: setting up a personalized goal based on number of students in school board - An idea came up to do more social media engagement to garner survey responses - S Meseret explained that the report writing and data analysis will be done by the Executive Council – the first editors for each section of the report will be the people from the subcommittee that corresponds to that specific section - S Meseret proposed expanding the editing phase to include the General Assembly – broaden perspective - S Meseret opened the floor to comments and questions
<p>7.</p>	<p>Communications Session (C Prosic, A Wang)</p>	<ul style="list-style-type: none"> - C Prosic discussed the transition from SharePoint to Confluence and how Confluence can be used as a central online spot for documents <ul style="list-style-type: none"> - C Prosic led an interactive tutorial of Confluence and broke down its many features - C Prosic explained the complete rebranding of OSTA-AECO that is unfolding – rebranding guidelines available on confluence <ul style="list-style-type: none"> - New logo - Unified voice – explanation page on Confluence - Being a social brand - Unified colouring – primary, secondary, and extended palettes - Elimination of sub-brands – maintaining consistent brand trillium – lock-ups (logo with text beside it) will be used - C Prosic explained the MyOSTA rollout <ul style="list-style-type: none"> - All General Assembly members will be getting an OSTA-AECO account - Student Trustees will be able to complete a form and self-

		<ul style="list-style-type: none"> register - Two-step approval process - Moving from Messenger to Microsoft Teams <p>- C Prosic went over the PR procedure finalization</p>
8.	OSTA-AECO 20 Years Video and OPHEA Project (T Dallin)	<ul style="list-style-type: none"> - T Dallin shared a general update on the OSTA-AECO 20 Years video - T Dallin shared that the script is now complete and that she is working on getting alumni to email in self-recorded interview videos - T Dallin noted that the video length will be about 6-8 minutes and no longer than 10 minutes - T Dallin worked with C Prosic to determine a timeline for sending over footage - T Dallin started a discussion on the financial aspects of the video - T Dallin opened the floor to comments and questions <ul style="list-style-type: none"> - T Dallin shared an exciting new opportunity with OPHEA to collaborate on reviewing their Student Online Learning Project - T Dallin explained that the review would occur from April 2-6 - T Dallin gathered responses on who would be interested in participating – OPHEA is looking for two English-speaking reviewers and two French-speaking reviewers - T Dallin clarified the logistics and contractual obligations of this collaboration
9.	Mid-Year Feedback Recap and Discussion (S Trozzo)	<ul style="list-style-type: none"> - S Trozzo shared the results from the mid-year feedback forms and opened the floor to discussion - S Meseret led a discussion surrounding the promotion of an open and welcoming environment at OSTA-AECO
10.	Policy Changes (S Trozzo)	<ul style="list-style-type: none"> - S Trozzo initiated a discussion surrounding recent policy changes and recommendations - Goals: getting input, generating new recommendations, and reviewing all Terms of Reference documents - S Trozzo shared that there was a meeting at the beginning of March to set up goals – policy subcommittee helped clean up policies and identify what policies should be shared in discussion - All Executive Council members should read over their respective Terms of Reference documents and send over a list of proposed edits to S Trozzo <ul style="list-style-type: none"> - Motion: to further and maintain the French Relations Working Group from an Ad-Hoc Working Group for an indefinite period of time <ul style="list-style-type: none"> - 1. S Zamorano - 2. J Bilodeau - For: (7) - Against: (0) - Abstained: (0)

		<ul style="list-style-type: none"> - Motion: to move from elected cabinet executive members to appointed cabinet executive members; by the corresponding presidents and vice-presidents <ul style="list-style-type: none"> - 1. S Abbott - 2. S Zamorano - For: (7) - Against: (0) - Abstained: (0) - The Executive Council then discussed the role of CEO, as well as the responsibilities for CEO and CFO - The Executive Council made the following decisions: <ul style="list-style-type: none"> - A board member will chair CEO and CFO appointments – this will ensure there is no conflict of interest - Using a rubric and exploring updating the current rubric - There will be no time limit cap - Name change of CEO to Executive Director - Two thirds majority to make appointments official
11.	Board of Directors Update (M McCormac)	<ul style="list-style-type: none"> - M McCormac shared that the Board of Directors has been in constant conversation - M McCormac shared that nothing is finalized with the Sheraton yet – no final decision on AGM as of now – looking to OPSBA and OCSTA for direction - M McCormac explained that elections amongst school boards are happening at a different pace – there is no rush for Executive Council elections except for the Transitional Conference - M McCormac explained that the Board of Directors is going day by day based on what health professionals are saying - M McCormac answered questions from the Executive Council
12.	AGM Gala Update (A Qayum)	<ul style="list-style-type: none"> - A Qayum provided an update on the progress of the gala - A Qayum shared that current operations are occurring as if AGM is happening - A Qayum went through the preliminary gala agenda line by line and took questions
13.	Coordinator and Board Council Updates	<ul style="list-style-type: none"> - S Meseret shared the following update: <ul style="list-style-type: none"> - TYC press conference - Meetings with ministry and various politicians - Global news interview - Survey release - Selected individuals for OHRC - Moving and seconding motions meetings - J Bilodeau and S Zamorano shared the following update: <ul style="list-style-type: none"> - Ontario Student Youth Day has been cancelled - WE, OCSTA, and the Catholic school boards across Ontario are aware

		<ul style="list-style-type: none"> - S Chun and S Abbott shared the following update: <ul style="list-style-type: none"> - PBC continued the mentorship challenge - PBC is working on releasing the Ontario Public Student Trustee Award - A Wang shared the following update: <ul style="list-style-type: none"> - 20 years gala promotions - Set up OSVA applications and webpage - Designed PBS - FAQs on website - Instagram: 1K followers! Equity survey, labour updates, OSVA - J Mackay shared the following update: <ul style="list-style-type: none"> - Copy of preliminary AGM agenda - Preliminary planning of AGM continuing as normal unless we hear otherwise - Reg email package to be sent out April 6th (pending final decision regarding AGM) - BoD to further update the team on the current situation and decisions made regarding AGM as we progress - S Harris shared the following update: <ul style="list-style-type: none"> - The equity document writing has begun - Planning a call to collaborate on analysis with others - Idea to do webinars and PD that are not related to conferences - T Dallin shared the following update: <ul style="list-style-type: none"> - Posted February working group update - Sent OPHEA small group discussion notes to them (from BCCs) - Organized participants in the SMHO working group - Mid-year check-in calls with Working Group Co-Chairs referencing their performance evaluation documents from the start of the year - Coordinated aspects of the 20 Years video alongside the Communications Co-Chairs and set up alumni interviews - Wrote the February Executive Council draft meeting minutes and external meeting minutes - C Prosic shared his update during the Communications session - L Sutton did not have an update
<p>14.</p>	<p>Financial Update (T Rezvan)</p>	<ul style="list-style-type: none"> - T Rezvan shared that there is currently a moratorium on expenses - T Rezvan disclosed that she approved a small expense for the Student Well-Being Working Group since their big initiative for the year fell through - T Rezvan shared that the association could be strapped for cash flow

		- there is no line of credit right now – situation is very uncertain
15.	Review of Actions, Decisions, and Next Steps (S Trozzo)	<ul style="list-style-type: none"> - J Mackay will send an email out regarding the online AGM planning subcommittee - S Trozzo to follow up on the Board of Directors review - All Executive Council members to send names of organizations for Equity Document initiative by Wednesday of next week (2-3 per person) - All Executive Council members should read over their respective Terms of Reference documents and send over a list of proposed edits to S Trozzo - All Executive Council members should begin brainstorming engaging online session ideas and send them to J Mackay
16.	Motion to Adjourn	- Meeting adjourned at 3:36 pm

Upcoming Meeting:

- **April Executive Meeting:** April 18th, 2020