

Board of Directors Post-AGM Meeting

Saturday, May 27, 2017

11:30 a.m. - 1:00 p.m.

St. Francis Xavier University, Antigonish, NS

ATTENDANCE

Hank Middleton	President, NSSBA
Dave Wright	Vice President, NSSBA
Marthe Craig	Conseil scolaire acadien provincial
Jackie Foster	Annapolis Valley Regional School Board
Sandra Margettie	Cape Breton-Victoria Regional School Board
Gin Yee	Halifax Regional School Board
Richelle MacLaughlin	Strait Regional School Board
Donna Tidd (Alternate)	Tri-County Regional School Board
Adam Davies	Chignecto-Central Regional School Board

REGRETS

Eleanor Bernard	Mi'kmaw Kina'matnewey
Sue Ritchie	Past President, NSSBA
Karen Hudson	Black Educators Association
Vernon Simms	South Shore Regional School Board

STAFF

Nancy Pynch-Worthylake	Executive Director, NSSBA
Karen Budden	Finance and Office Manager, NSSBA
Trish Smith	Communications Officer, NSSBA
Danielle Cottreau	Executive Assistant, NSSBA

1. Call to Order

The President called the meeting to order at 10:45am

2. Record of Attendance and welcome to new members.

Attendance was recorded.

President Middleton welcomed Marthe Craig as the new CSAP NSSBA Director.

3. Approval of the Agenda

It was **MOVED** and **SECONDED** (DAVIES/YEE):

that the May 27th 2017 Board of Directors meeting agenda be approved as amended to add item “Fire Safety Advisory Council.”

MOTION carried.

4. Comments by the President and Vice-President.

President Middleton and Vice President Wright spoke. Both look forward to another great year with NSSBA.

5. Review of Annual Conference

a) Future AGMs

2018 AGM

The 2018 AGM will be hosted by CSAP. President Middleton and Board member Craig spoke to this. A location has not been identified by the board yet, however, they are thinking it will be central to the province.

Future AGM's

2019 - TCRSB

2020 - HRSB

6. Appointment of Signing Officers

It was **MOVED** and **SECONDED** (MARGETTIE/YEE):

that the members of the executive committee, treasurer, finance manager, and executive director be appointed signing officers for 2017-2018.

MOTION carried.

7. Appointment of Treasurer

Board Member Foster provided background information on the role of the Treasurer and the time commitment.

President Middleton spoke to the process for appointment. The Treasurer shall be appointed by the Executive Committee. Interested members shall provide written notice to the Executive Assistant by June 15th, 2017. Directors who are not in attendance will be informed of the opportunity to submit their names.

The members agreed to submit their names verbally during the meeting. The following members submitted their names:

1. Board Member Margettie
2. Board Member Foster

The Executive Committee will discuss at their next meeting and inform the board of the decision.

8. Appointment of Auditor

It was **MOVED** and **SECONDED** (YEE/TIDD):

that Porter Hetu be appointed as auditor for 2017-2018

MOTION carried.

9. Setting of 2017-18 Affiliate Membership Fee

President Middleton recommends that the fee continue at \$25.00.

The board agrees that the fee remain at \$25.00.

It was **MOVED** and **SECONDED** (YEE/CRAIG)

that the Affiliate Membership Fee for 2017-2018 be set at \$25.00.

MOTION carried.

10. Standing Committee Representation for the Coming Year

President Middleton spoke to this. Directors have the right to sit on Standing Committees. If a Director decides that his/her board will be represented by someone else, the member school board must appoint that person.

The meeting materials included a memo identifying the committees and included their Terms of Reference and minutes from their last meetings. Once the Directors have had the opportunity to review the information, decisions should be sent to the NSSBA Executive Assistant by June 30th, 2017.

It was agreed that the Director would notify the Executive Assistant by June 7th if they would personally be sitting on the committees. If the Directors do not want to sit on any committees, she will then contact the board directly for membership to the committees.

ACTION: Directors to submit their individual name as representative for the Education Committee and Communications Committee to Danielle by June 7th, 2017.

ACTION: Executive Assistant to contact the board directly for membership to the committees after June 7th, 2017.

a) Education Committee

The Education Committee is chaired by the Vice President. In addition to the representatives from member school boards. Jackeline Smith (BEA) and John Jerome (MK) are also members.

b) Communications Committee

President Middleton spoke to this. The Committee Chair will be a member of the Board of Directors and will be appointed by the Board of Directors at the September meeting of the Board of Directors.

President Middleton spoke to the Terms of Reference for this committee with regards to voting.

- If the NSSBA Director who is selected as Chair is also the Communications Committee representative for the member school board, the Chair shall be a voting member of the Communications Committee.
- If the NSSBA Director who is selected as Chair is not the Communications Committee representative for the member school board, the Chair shall be a non-voting member of the Communications Committee.
- The Chair shall be the alternate representative for the member school board and, when acting as the alternate school board representative, shall have voting rights.
- Members of the Committee shall select a vice chair at the first meeting of the Committee.

c) Resolutions Committee & Nominations Committee

The board discussed the current process for resolutions. The following key points were collected:

- Resolutions Committee be established soon following the AGM for the upcoming year;
- Nominations Committee can meet by GoTo, rather than at the same time as resolutions.
- Potential January deadline for resolutions. (Could have more emerging resolutions)
- Each committee should appoint a vice-chair at the first committee meeting.

11. New business:

- a) Decision regarding the process for selecting the top three resolutions to present to the Minister.

Following discussions, it was agreed that each director will consult with their board/Chair or vice chair rate all 13 resolutions and be prepared to discuss at a GoTo meeting on June 6th from 1:00pm to 4:00pm. The Executive Committee will then meet to select the top three.

ACTION: Executive Assistant to send all resolutions to the Board of Directors.

ACTION: Executive Assistant to schedule a Board of Directors GoTo meeting for June 6th from 1:00pm to 4:00pm.

12. Fire Safety Advisory Council

The Executive Director spoke to this. NSSBA must appoint a Fire Marshall to the Fire Safety Advisory Council. The association has appointed Herb Steves, Directors of Operations of CCRSB. A letter confirming the appointment will be sent from the executive director to the Department of Municipal Affairs.

ACTION: Executive Assistant to draft and send letter to Department of Municipal Affairs confirming the appointment of Herb Steves as Fire Marshall. **(Completed)**

13. Future Agenda Items: September 2017 Meeting

- a) Spring PD 2018
- b) Resolutions Process
- c) Role of Superintendent at AGM

14. Date of Future Meetings:

a) Board of Directors

- i. September 21 & 22, 2017
- ii. December 7 & 8, 2017
- iii. March 1 & 2, 2018

b) Education Committee

- i. TBD
- ii. December 7, 2017
- iii. March 1, 2018

c) Leaders Advisory Committee

September 21, 2017: 9:30am to 2:00pm

d) Communications Committee:

Date TBD - Chair will be selected in September.

e) Fall Professional Development session: December 1st and 2nd, 2017

The Executive Director presented the idea of a session on change management. The board agreed. Staff will proceed with booking a key speaker.

ACTION: Staff to move forward with booking a key speaker for the Fall 2017 PD Session.

f) PD for Chairs and Vice-Chairs: November 30th, 2017

Session for Chairs and vice chairs

Potential for a separate morning session on the 29th for new Chairs and new vice chairs.

15. Adjournment

It was **MOVED** and **SECONDED** (CRAIG/MACLAUGHLIN):

that the Board of Directors meeting adjourn at 11:30am.

MOTION carried.