



## Alberta School Councils' Association

Regular Board Meeting  
1200, 9925 – 109 Street  
Edmonton, Alberta  
Teleconference

### MINUTES

<b>Present:</b>	<b>Allison Pike</b> , President <b>Dawn Miller</b> , Vice President <b>Brad Vonkeman</b> , Past President <b>Dena Friars</b> , Director <b>Jacquie Surgenor</b> , Director <b>Brandi Rai</b> , Director	<b>Lorna Spargo</b> , Director <b>Tyla Savard</b> , Director <b>Alana Sala</b> , Director <b>Hollie Tarasewich</b> , Director <b>Laura Andreas</b> , Director <b>Judy Ducharme</b> , Director (via telephone)
<b>Staff:</b>	<b>Jacquie Hansen</b> , Executive Director <b>Tracy Kaley</b> , Senior Policy Advisor <b>Jolaine Kochisarli</b> Communications Manager	<b>Kathy MacRae</b> , Executive Ass't/Bookkeeper <b>Wendy Keiver</b> , Director, Client Services

MARCH 11-12, 2017

#### 1.0 **CALL TO ORDER AND WELCOME**

Allison called the meeting to order at 9:00 p.m. and welcomed everyone. She introduced Terry Gunderson, ASBA, who would be facilitating the discussions of the Executive Director Evaluation and the Board Self-Evaluation.

#### **MOTION:** Tyla/Laura

That the ASCA Board of Directors go in camera

CARRIED

#### **MOTION:** Jacquie S/Laura

That the ASCA Board of Directors move out of camera.

CARRIED

Allison handed out a background and budget package to all directors. Everyone was asked to review the package that evening in order to be ready for the budget discussion in the morning. Allison apologized for the short amount of time the board had to prepare, however, mentioned that due to the lateness of receiving information from Alberta Education, staff was not able to provide the budget package any earlier.

*We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.*

#### 2.0 **ADDITIONS/DELETIONS TO THE AGENDA**

The addition of 7.1 c) Community Engagement discussion (10 min) Alana Sala

7.1 d) Pre-Budget Discussion (handout) Allison Pike

8.1) In-Camera (Awards discussion)

### 3.0 APPROVAL OF THE AGENDA

**MOTION:** Laura/Brandi

That the ASCA Board of Directors approve the agenda as amended.

CARRIED

### 4.0 APPROVAL OF BOARD MINUTES

4.1 January 14-15, 2017 Board Meeting Minutes.

**MOTION:** Jacquie S/Hollie

That the ASCA Board of Directors approve the January 14-15, 2017 Board Meeting Minutes, as presented. (Please ensure that *Jacquie S* and *Jacquie H* are used in the minutes.)

CARRIED

### 5.0 EDUCATION ISSUES & E-SCANS

Nothing at this time.

### 6.0 EXECUTIVE DIRECTOR REPORT

As presented.

### 7.0 GOVERNANCE

#### 7.1 Evaluations

a) Executive Director Evaluation

**MOTION:** Laura/Dawn

That the Board approve the Executive Director evaluation report as developed during the evaluation workshop of March 11, 2017 as an accurate accounting of the Executive Director's performance for the period March 1, 2016 to February 28, 2017, and further that the Board authorize the President to make any required technical edits and to sign the report on the Board's behalf.

CARRIED

b) Board Self Evaluation

**MOTION:** Dena/Jacquie S

That the Board of Directors approve the Board self-evaluation report as developed during the Board self-evaluation workshop of March 11, 2017 and that the Executive Director be authorized to make any technical edits, and to circulate it to staff.

CARRIED

#### 7.2 Business

a) *Governance Policy Review*

This agenda item was tabled until the April Board Meeting.

b) *Review Progress Toward Board's Self-Evaluation Growth Goals*

As presented.

#### 7.3 Financial Reports

a) *Financial Statements*

The financial statements were reviewed by the board.

**MOTION:** Laura/Dena

That the ASCA Board of Directors move to accept the financial statements, as presented.

CARRIED

b) *Approve revised ASCA 2017-18 Budget*

The board discussed all areas of the budget.

- c) The Board approved a transfer of funds from reserve to reflect a balanced 2017-18 budget.

**MOTION:** Tyla/Laura

That the ASCA Board of Directors go in camera.

CARRIED

**MOTION:** Jacquie S./Laura

That the ASCA Board of Directors go out of camera.

CARRIED

The board decided to:

- Not to raise the cost of the conference for parents from current year.
- Cut some of the cost of speaker donations.
- Review the number of complimentary registrations.
- Lessen cost for the social (snacks) on Friday night.
- Only subsidize the conference up to \$2,000.
- Seek more sponsorship.
- Have four face to face meetings (plus the two prior and post conference)
- Keep board meetings at two days.
- Reduce catering costs for board meetings.
- Increase the membership cost by \$10.00.

**MOTION:** Laura/Brandi

That the ASCA Board approve the revised ASCA 2017-18 Budget.

CARRIED

**MOTION:** Brad/Jacquie S.

That the ASCA Board of Directors move to transfer \$1,550.00 from unrestricted reserve to ensure a balanced budget for 2017-18.

CARRIED

*CALL TO ACTION:* There was consensus by the board that Allison provide, in her AGM opening remarks, a message that encourages school councils to write to ASCA to commend the organization for its work. This information could then be shared to government (during next year's grant discussions) as a testament of the value that ASCA has serving school councils.

#### 7.4 Dry Run Through for AGM (Board Members)

This item was tabled until the April 2017 meeting where Becky will come to the meeting and provide a rundown of the day.

#### 7.5 Conference Update (Jolaine)

Jolaine updated the board with a number of details about this year's conference.

**MOTION:** Dawn/Lorna

That the Board move to have a visual map of Alberta at the conference and AGM that would reflect the New to You school councils, school council engagement task force school councils, the workshops presented in the last year, where board members are from, along with pins for the delegates to identify where they are from. To be headed up by Dawn.

CARRIED

#### 7.6 Board Reporting and Sharing

- a) **President Report** – As presented.
- b) **Vice President** – As presented.
- c) **Past President Report** – As presented.
- d) **Director Reports and Sharing**
  - Alana** – As presented. In addition, Alana added that she had attended the Rural Education Symposium.

**Brandi** – As presented.  
**Dena** – As presented.  
**Hollie** – As presented.  
**Jacquie S.** – As presented.  
**Lorna** – As presented.  
**Tyla** – As presented.

## 8.0 **ADVOCACY**

### 8.1 **External Advisory Committee Updates**

- a) **Consortium Reports**
  - i) Edmonton Regional Learning Consortium (ERLC) – As presented.
  - ii) Central Alberta Regional Consortium (CARC) – No report.
  - iii) Southern Alberta Regional Consortium 9SAPDC) – No report.
  - iv) Calgary Regional Consortium (CRC) – No report.
- b) **Edmonton Public First Nations Metis Inuit Advisory** – As presented.
- c) **High School Completion** – As presented.
- d) **PolicyWise Report Findings on Longitudinal Study on Child and Youth Development 2006-2011** – As presented.
- e) **Building an Inclusive Education System** – As presented.
- f) **Rural Education Symposium** – As presented.

Consortia – would like to consider for next year, that people representing ASCA at the consortia meetings are consistent (i.e., board members, staff, school council chairs in the area). Would like a template to be considered for reporting back to the association.

## 9.0 **INTERNAL BOARD COMMITTEE REPORTS**

- a) Internal Financial Audit Standing Committee – As presented.

**MOTION:** Brad/Jacquie S.

That the ASCA Board of Directors accept the Internal Financial Audit Standing Committee Report.  
CARRIED

- b) Governance Bylaw Review – The board reviewed the Terms of Reference Template put forward by the committee.

**MOTION:** Tyla/Laura

That the ASCA Board of Directors move to accept the Terms of Reference Template put forward by the Governance Bylaw Review Committee. CARRIED

The committee also recommended that a brief 10 minute You Tube video (tutorial) be done to outline the AGM/Resolution Process. They would also like to see a Process (Tip) Sheet to be reviewed in April and added to the handbook (to be handed out to new board members). There was no motion on this recommendation.

- c) Community Engagement Committee – The board reviewed the first recommendation put forward by the Community Engagement Committee.

**MOTION:** Jacquie S./Dena

That the ASCA Board of Directors accept the Community Engagement Committee become an ad-hoc committee for the next three years up to and including the 2019/2020 board year. The work that the committee has done up to that date will be reviewed and decided then if the committee will continue on or cease due to finishing work. A term of reference will be created once for the three

year term of the committee. It is understood that the members of this committee may change, but the committee will do its best to ensure succession within the committee. CARRIED

**MOTION:** Brandi/Lorna

That the ASCA Board accepts the above recommendation (motion), the community engagement committee recommends that the ASCA board (strike) the community engagement committee at this time and name a lead and possible members for the committee that can carry on the work of this committee into the following year. It is understood that the committee members may change when the new board has taken place.

**MOTION:** Brandi/Lorna

That this motion be rescinded:

That the ASCA Board accepts the above recommendation (motion), the community engagement committee recommends that the ASCA board (strike) the community engagement committee at this time and name a lead and possible members for the committee that can carry on the work of this committee into the following year. It is understood that the committee members may change when the new board has taken place.

**MOTION:** Jacquie S./Dena

That this motion be rescinded:

That the ASCA Board of Directors accept the Community Engagement Committee become an ad-hoc committee for the next three years up to and including the 2019/2020 board year. The work that the committee has done up to that date will be reviewed and decided then if the committee will continue on or cease due to finishing work. A term of reference will be created once for the three year term of the committee. It is understood that the members of this committee may change, but the committee will do its best to ensure succession within the committee. CARRIED

**MOTION:** Lorna/Tyla

That the Terms of Reference and work plan of the Community Engagement Committee be reviewed annually. CARRIED

Information and recommendations are to be forwarded to next year's committee members.

d) Awards Committee – the committee reviewed the recommendations.

**MOTION:** Tyla/Lorna

That the ASCA Board of Directors go in camera. CARRIED

**MOTION:** Laura/Brandi

That the ASCA Board of Directors go out of camera. CARRIED

**MOTION:** Lorna/Brad

That the ASCA Board of Directors move to adopt the Friend of ASCA Award Nomination Form. CARRIED

**MOTION:** Lorna/Hollie

That the ASCA Board of Directors move to adopt the Honourary Life Member Award Nomination Form. CARRIED

**MOTION:** Lorna/Dena

That the ASCA Board of Directors move to adopt the District School Council Engagement Award Nomination Form. CARRIED

**MOTION:** Lorna/Laura

That the ASCA Board of Directors move to award the slate of award recipients recommended, all have been vetted by the Awards Committee and their staff support. No School Council Award of Merit or School Council Excellence Awards to be awarded this year.

CARRIED

**10. CORRESPONDENCE**

10.1 Incoming

- a) From Minister Eggen – Minister’s Youth Council – As presented.
- b) From Minister Eggen – Bill One – As presented.
- c) From Minister Eggen – Pink Shirt Day - As presented.
- d) From Minister Eggen – Grant Monies for ASCA - As presented.

10.2 Outgoing

- a) Letter to Minister regarding 2017 ASCA Resolutions – As presented.
- b) Letters to all Superintendents regarding school council engagement – As presented.
- c) Letter from Minister to all School Council Chairs – As presented

**11. INFORMATION ITEMS**

- a) Items of interest or for information were located on the back table of the boardroom.

**12. ADJOURNMENT**

Allison wished everyone safe travels home.

**MOTION:** Laura/Dawn

That the ASCA Board of Directors move to adjourn.

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President  
Allison Pike

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Executive Director  
Jacquie Hansen