



**MINUTES
May 26-27, 2018**

Present: Allison Pike, President
Lisa Arlint, Director
Stacy Bellerose, Director (Saturday Only)
Judy Ducharme, Director
Rick Sakundiak, Director
Shelley Odishaw, Director

Brandi Rai, Vice President
Jacquie Surgenor, Director
John Tomkinson, Director
Jaelene Tweedle, Director
Lorna Spargo, Director
Hollie Tarasewich, Director

Staff: Wendy Keiver, Executive Director
Kathy MacRae, Executive Assistant/Bookkeeper
Celeste Burdinsky (Saturday Only), Client Services Coordinator

Guests: Becky Kallal (Orientation), Saturday Jason Schilling, ATA Vice-President, Sunday

1.0 CALL TO ORDER AND WELCOME

Allison called the meeting to order at 8:30 a.m. and welcomed everyone. Introductions were done around the table.

We acknowledge that we are on Treaty 6 territory and the traditional homeland of the Métis Nation. These are the 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. We also acknowledge ASCA's work towards reconciliation and the efforts of bringing all cultures together in the spirit of peace and friendship.

2.0 REVIEW OF AGENDA

MOTION: John/Lorna That the ASCA Board of Directors approve the agenda, as presented.	CARRIED
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3.0 APPROVAL OF BOARD MINUTES

3.1 May 17, 2018 Regular Board Meeting Minutes

MOTION: Lorna/Jaelene That the ASCA Board of Directors approve the minutes, as presented.	CARRIED
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3.2 Motion Summary – Presented for information.

3.3 Action Summary – Presented for information.

4.0 BUSINESS: STEWARDSHIP AND REPRESENTATION

4.1 Stewardship (Association Oversight)

- A. Timed Item #1 – Board Orientation
Becky Kallal took the Board of Directors through orientation.
- B. Board Self-Evaluation Goals/Focus Areas
See Attachment

C. i. Advocacy and Governance Terms of Reference and Recommendations

MOTION: Lisa/John
That the ASCA Board of Directors accept the Board Meeting Protocols, as amended. CARRIED

Recommendation #1:

MOTION: Brandi/Hollie
That the ASCA Board of Directors accept the Terms of Reference for the Advocacy and Governance Committee, as amended. CARRIED

Recommendation #2:

MOTION: Brandi/Hollie
That the ASCA Board of Directors accept the Social Media Conduct Guidelines presented by the Advocacy and Governance Committee, as amended. CARRIED

Recommendation #3:

MOTION: Brandi/Hollie
That the ASCA Board of Directors accept the recommendation from the Advocacy and Governance Committee to accept for use, the draft Code of Conduct Agreement, as presented. CARRIED

MOTION: John/Lorna
That the ASCA Board of Directors accept that the Code of Conduct Agreement will take effect at the next election.

MOTION: John/Lorna
That the last motion be tabled. CARRIED

MOTION: Lisa/John
That the ASCA Board of Directors rescind the motion to accept the recommendation from the Advocacy and Governance Committee to accept for use, the draft Code of Conduct Agreement, as presented. CARRIED

MOTION: John/Judy
That the ASCA Board of Directors direct the Advocacy and Governance Committee to continue the work on the Code of Conduct Agreement. CARRIED

Consensus to discuss at the June 20, 2018 meeting, provided documents are ready for distribution on June 13, 2018.

ii. Community Engagement Terms of Reference

MOTION: Shelley/Jacque
That the ASCA Board of Directors accept the Terms of Reference for the Community Engagement Committee, as amended. CARRIED

MOTION: Shelley/Brandi

That the ASCA Board of Directors accept Recommendation 2 from the Community Engagement Committee: Create an information package to be available for School Councils' use in engaging local candidates during the upcoming elections.

CARRIED

Action: The committee to have a draft plan ready for the November Board Meeting.

MOTION: Shelley/Judy

That the ASCA Board of Directors direct the Community Engagement Committee to create a plan to make first contact with School Councils that have not utilized ASCA services before. The goal is to reach a minimum of 25 new School Councils.

CARRIED

Action: The committee to have a draft plan ready for recommended approval at the September Board meeting.

iii. Board Resolutions Standing Committee Terms of Reference

MOTION: Jacquie/Shelley

That the ASCA Board of Directors accept the Board Resolutions Standing Committee Terms of Reference, as amended.

CARRIED

MOTION: Rick/Brandi

That the ASCA Board of Directors direct the Board Resolutions Standing Committee to complete the following outcomes as stated in their Terms of Reference:

1. To present a revised proposal for the resolution process at the August Skype meeting.
2. To present definitions for emergent and extraordinary resolutions at the August Skype Meeting.
3. To present a recommendation for a process to submit resolutions by the September Skype Meeting.
4. To present recommendations for existing advocacy policies to rescind, amend and re-affirm at the April 2019 AGM at the November in person or Skype Meeting.

CARRIED

iv. Internal Finance Standing Committee Terms of Reference

MOTION: Jacquie/Judy

That the ASCA Board of Directors accept the Internal Finance Standing Committee Terms of Reference, as amended.

CARRIED

MOTION: Jacquie/Shelley

That the ASCA Board of Directors accept the recommendation from the Internal Finance Standing Committee to direct the Executive Director to implement a system to mitigate non-payments for the annual Conference and AGM.

CARRIED

v. Legacy Committee Terms of Reference

MOTION: Brandi/Shelley

That the ASCA Board of Directors accept the Legacy Committee Terms of Reference, as amended. CARRIED

MOTION: Brandi/Shelley

That the ASCA Board of Directors approve the Legacy Committee work plan as noted in the report.

CARRIED

Action: The Legacy Committee to provide FUNFacts to the Executive Director.

Action: The Advocacy and Governance Committee to work on policy (in conjunction with the Legacy Committee) for digital signature for ASCA materials.

vi. Recognition Awards Committee Terms of Reference

MOTION: Lisa/Lorna

That the ASCA Board of Directors accept the Recognition Awards Committee Terms of Reference, as presented.

CARRIED

- D. Executive Director Report – as presented.
 - i. Overall Conference Comments – a written compilation of comments were reported to the board for information.
 - ii. Labour Update

MOTION: Judy/Lorna

That the ASCA Board of Directors go in camera for a labour update.

CARRIED

MOTION: Ricky/Judy

That the ASCA Board of Directors go out of camera.

CARRIED

Parent Engagement Sessions around curriculum – registrations are now open. Spread the work as widely as possible.

4.2 Representation (Provincial Level Participation)

- A. Board Reporting and Sharing.
 - i. President – As presented.
 - ii. Vice President – As presented.
 - iii. Directors – As presented.
- B. School Council Engagement Task Force (SCETF)

MOTION: Shelley/Lisa

That the ASCA Board of Directors direct the Community Engagement Committee to take responsibility for the School Council Engagement Task Force. The committee is to have a plan in place, with staff, by June 13; with regards to engaging school councils, the enrolment process, a question list and getting the message out.

CARRIED

- C. ATA Table Officers – Jason Schilling, ATA – discussion re: growing up digital.
- D. External Advisory Committee Update/Opportunities – Brandi will bring more information related to establishing a partnership with SOGI123.

5. CORRESPONDENCE

As presented.

6. **INFORMATION ITEMS**

Upcoming Skype Meetings: July 17, 2018 @ 7:00 pm
August 21, 2018 @ 7:00 pm

7. **MEETING EVALUATION**

The evaluation was handed out for board members to fill out and hand in.

8. **ADJOURNMENT** The meeting was adjourned at 2:24 pm.

President
Allison Pike

Executive Director
Wendy Keiver

Board Self-Evaluation Goals 2018-2019

Board Business: Stewardship

Bylaw: NA

Governance Policy: 2.1.4.2

Results Statements: NA

1	Clarify and implement the revised role of the Board in advocacy, internally and externally.	<ul style="list-style-type: none"> • Orientation and education – ongoing throughout the year – offer opportunities to clarify. • Advocacy & Governance Committee to clarify role and propose plan for the Board to consider. • Resolutions Committee to review/revise/recommend. • Community Engagement – bring forward recommendations/propose a plan for advocacy.
2	Continue to extend the reach of the ASCA message, with a focus on rural Alberta.	<ul style="list-style-type: none"> • Community Engagement – proposed plan/bring recommendation to the Board, taking TRC Calls to Action into consideration. <ul style="list-style-type: none"> - TRC book (reference) • Resolutions Committee – expand to rural communities. <ul style="list-style-type: none"> - Stacy offered to assist with Northland. • School Council Engagement Task Force
3	Broaden the representative opportunities of the Board of Directors.	<ul style="list-style-type: none"> • Community Engagement – propose a plan. • President and Executive Director continuing to forge/foster relationships. • Continuation of representation on external committees.
4	Implement a mentorship plan/program for Directors.	<ul style="list-style-type: none"> • Mentorship Plan – (Executive) Allison and Brandi will assist with implementation. • Leads responsible for pods – actions plans, Board report. (Allison – lead mentor.) <ul style="list-style-type: none"> - Talk to each other between meetings. • Form: Helping Build Your Pod. • Leads will be shifting in 1/3's to enable exposure to more than one leader. • All Directors play a role in successful implementation (by March).
5	Develop and implement a more comprehensive orientation program for all Board Members.	<ul style="list-style-type: none"> • Executive (President and Vice President), Executive Director will lead. • All Directors to contribute ideas.

6	Build and foster psychologically safe relationships amongst Directors during and in between Board meetings.	<ul style="list-style-type: none"> • Entire Board (Jaelene) • Mentorship Plan (Brandi) • Meeting Protocols (Wendy) • Orientation Process (Lorna) • Review ASCA’s definition of psychologically safe. Executive Director will provide information from session held September 2016 (Jim/Karen).
7	Continue to build the Board’s ownership in responsibilities and decisions.	<ul style="list-style-type: none"> • Each committee has a role. • Orientation. • Board work and meetings will focus on Policy Governance Manual and Bylaws.
General Notes:		