



**MINUTES**  
**March 24-25, 2018**

**Present:** Allison Pike, President  
Lorna Spargo, Director  
Lisa Arlint, Director  
Rick Sakundiak, Director  
Jacquie Surgenor, Director  
Dawn Miller, Vice President  
Shelley Odishaw, Director  
Alana Sala  
Brandi Rai, Director  
Judy Ducharme, Director

**Regrets:** Laura Andreas, Director, Hollie Tarasewich, Director

**Staff:** Wendy Keiver, Executive Director  
Kathy MacRae, Executive Ass't/Bookkeeper

**1.0 CALL TO ORDER AND WELCOME**

Allison called the meeting to order at 8:31 a.m. and welcomed everyone. Each director introduced themselves to Terry Gunderson, ASBA, consulting for the board self-evaluation.

*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 CHANGES TO/APPROVAL OF AGENDA**

<b>MOTION:</b> Jacquie/Lorna That the ASCA Board of Directors approve the agenda, as presented.	CARRIED
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**4.1 Stewardship (Association Oversight)**

A. Timed Item #1 - Board Self-Evaluation (commenced at this time)

<b>MOTION:</b> Lorna/Brandi That the ASCA Board of Directors move in camera.	CARRIED
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<b>MOTION:</b> Jacquie/Lisa That the ASCA Board of Directors move out of camera.	CARRIED
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**3.0 APPROVAL OF BOARD MINUTES**

3.1 January 27-28, 2018 Regular Board Meeting Minutes

<b>MOTION:</b> Alana/Brandi That the ASCA Board of Directors approve the January 27-28, 2018 Regular Board Meeting Minutes, as presented.	CARRIED
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### 3.2 February 15, 2018 Special Board Meeting (Skype) Minutes

**MOTION:** Jacquie/Alana

That the ASCA Board of Directors approve the February 15, 2018 Special Board Meeting (Skype) Minutes, as presented. CARRIED

### 3.3 March 8, 2018 Special Board Meeting (Skype) Minutes

**MOTION:** Rick/Alana

That the ASCA Board of Directors approve the March 8, 2018 Special Board Meeting (Skype) Minutes, as presented. CARRIED

### 3.4 Motion Summary

The motion summary was presented for information.

### 3.5 Action Summary

The action summary was presented for information.

## 4.0 BUSINESS: STEWARDSHIP AND REPRESENTATION

### 4.1 *Stewardship (Association Oversight)*

A. Timed Item #1 - Board Self-Evaluation

This is noted under Item 2.

B. Executive Director Search Update

**MOTION:** Rick/Brandi

That the ASCA Board of Directors offer Wendy Keiver the position of Executive Director of the Alberta School Councils' Association pending the signing of a one-year employment contract, through negotiations with the executive. CARRIED

C. Committee Report

i. Advocacy and Governance Review/Special Resolution

The Advocacy and Governance Committee presented an initial draft for feedback, which will be re-presented later in the agenda; after the other internal committee reports.

ii. Special Resolution to Amend Objects

**MOTION:** Lorna/Brandi

That the ASCA Board of Directors repeal the current Objects of the Association and replace them with the new Objects (dated March 24-25, 2018). CARRIED

D. Committee Report

i. Internal Financial Audit

**MOTION:** Jacquie/Alana

That the ASCA Board of Directors approve the recommendation to change the name of the committee from Internal Financial Audit Committee to the Internal Finance Committee. The committee is to update the Terms of Reference, and other references to the committee, to reflect the same. CARRIED

E. Appointment of Auditor

**MOTION:** Jacquie/Lorna

1. That the ASCA Board of Directors seeks approval from the members at the 2018 AGM to appoint the auditors for the 2017-2018 fiscal year.
2. That the ASCA Board of Directors approves, in principle, pending the successful delegation of authority by the members at the 2018 AGM, the appointment of Metrix Group LLP as the organization's independent auditors for the 2017-2018 fiscal year.
3. In order to facilitate a timely auditor appointment for the 2018-2019 fiscal year, that the ASCA Board of Directors seeks approval from the members at the 2018 AGM to appoint the auditors for the 2018-2019 fiscal year.
4. That the ASCA Board of Directors ensures that AGM agendas for 2019 onward include an item enabling members to delegate the authority to appoint the auditor to the Board. CARRIED

F. Financial Statements/Budget Tracking

Wendy presented the financial statements/budget tracking to the board.

**MOTION:** Jacquie/Shelley

That the ASCA Board of Directors approve financial statements/budget tracking, as presented. CARRIED

G. Budget 2018-2019

**MOTION:** Lorna/Shelley

That the ASCA Board of Directors approve the budget for 2018-19. CARRIED

**MOTION:** Lorna/Shelley

That the ASCA Board of Directors approve a \$5.00 increase in membership dues, in all membership categories, for the 2018-19 fiscal year. CARRIED

**MOTION:** Alana/Lorna

That the ASCA Board of Directors waive the fees of the AGM for each voting delegate, from a member school council, who attends the 2019 ASCA AGM. CARRIED

H. Education Issues and E-Scans

This item was moved to 4.3 – Unfinished Business.

I. Executive Director Report

In addition to her written report, Wendy discussed with the board the newer initiative of *Engagement & Advancing Reconciliation Webpage*. To date, only one story has been received, however, it has been recognized that there are many more stories to be shared.

- i. Breach Report: YouTube Video – As presented.

**MOTION:** Dawn/Lorna

That the Board of Directors rescind the previous motion as recorded: April 28, 2017: Further to the March meeting minutes, the Board directs the Executive Director to create a brief 10 minute YouTube video (tutorial) to outline the AGM Resolution process. That the YouTube video be ready in the fall for board review and ready to go in time for the 2018 AGM. CARRIED

ii. Labour Update

**MOTION:** Jacquie/Lorna  
That the Board of Directors go in camera. CARRIED

**MOTION:** Lisa/Jacquie  
That the Board of Directors go out of camera. CARRIED

J. Ongoing Orientation: AGM Rehearsal  
The board ran through a rehearsal, with their scripts, of the AGM.

- K. Committee Reports
- i. Community Engagement – In Judy’s verbal report, she stated that they will work to update the Terms of Reference. They will also review what has been done, and what is still required to be done.
  - ii. Legacy – As presented.
  - iii. Awards – As presented.

**MOTION:** Jacquie/Alana  
That the ASCA Board of Directors accept the external award recipient nominations, as suggested by the Recognition Awards Committee. CARRIED

**MOTION:** Shelley/Lisa  
That the Board of Directors recognizes the individual chosen by the Board for the 2018 Friend of ASCA Award. CARRIED

**MOTION:** Lorna/Judy  
That the Board of Directors accept the names of Award recipients for the Honourary Life Members Award, as discussed. CARRIED

Governance – The board reviewed the updated version of the Governance Policy Manual.

**MOTION:** Brandi/Shelley  
That the Board of Directors accept the Governance Policy Manual, as presented, and that the policies be effective immediately. CARRIED

**MOTION:** Brandi/Lisa  
That the Board of Directors move that the Executive Director will assist the Advocacy and Governance Committee with the formatting of the Governance Policy Manual. CARRIED

L. Board Self-Evaluation Report

**MOTION:** Jacquie/Rick  
That the ASCA Board of Directors approve the Board Self-Evaluation Report as developed during the Board Self-Evaluation session of March 24, 2018 and the Executive Director be authorized to make any technical edits and then to circulate the report to all staff. CARRIED

#### 4.2 **Representation (Provincial Level Participation)**

- A. Board Reporting and Sharing.
  - i. President – In addition to her written report, Allison added that the ATA has invited us to provide comments for the ATA ARA this year. She also attended the CASS Conference, the embargoed budget meeting, and met with the Minister.
  - ii. Vice President – As presented.
  - iii. Directors
    - Alana – As presented.
    - Brandi – As presented.
    - Hollie – As presented.
    - Jacque – As presented.
    - Lorna – As presented.
    - Rick – As presented
    - Shelley – As presented.In addition, Lisa added that she truly enjoyed the Rural Education Symposium – that the Importance of Connection with Jody Carrington was exceptional.
  
- B. School Council Engagement Task Force (SCETF)

The board reviewed the results of the last questions sent to the SCETF. The most recent questions went out last Monday. The deadline will be extended to April 30 with the responses be compiled for the board in May. A brief overview of the responses received prior to the April meeting, will be reviewed at the April Board Meeting.

*Action: The Community Engagement Committee will review the protocol of the School Council Engagement Task Force.*

- C. External Advisory Committee Updates  
This item was reviewed, as presented, by the Board.
  
- D. Rural Education Symposium  
Notes from Lisa and Allison are available in their Director’s reports.
  
- E. Prime Minister’s Award for Teaching Excellence  
Wendy noted that we have not heard anything on this to date.
  
- F. Education Business Plan Development Participation  
The notes for this item are within the External Advisory Committee Updates Report.

#### 4.3 **Unfinished Business**

The background material for the President’s E-Scan Report will be sent to everyone, for their information.

#### 5. **CORRESPONDENCE**

As presented.

#### 6. **INFORMATION ITEMS**

Items of interest or for information were located on the back table.

7. **MEETING EVALUATION**

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

8. **ADJOURNMENT** The meeting was adjourned at 1:58 pm.

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President  
Allison Pike

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Executive Director  
Wendy Keiver