



**MINUTES  
May 16, 2019**

**Present:** Allison Pike, President  
Shelley Odishaw, Director  
Rick Sakundiak, Director  
Amy Bowie, Director  
Sarah Rollingson, Director  
Brandi Rai, Vice President  
Jaelene Tweedle, Director  
Lisa Arlint, Director  
Hollie Tarasewich, Director

**Regrets:** Jacquie Surgenor, Director

**Staff:** Wendy Keiver, Executive Director

**Guests:**

**1. CALL TO ORDER AND WELCOME**

Allison called the meeting to order at 7:00 p.m. and welcomed everyone. She provided a Treaty and Territory Acknowledgement.

**2. REVIEW OF THE AGENDA**

**MOTION:** Lisa/Brandi

*That the ASCA Board of Directors approves the agenda as presented.*

*CARRIED*

- a. The Board Meeting Protocols were supplied for information and review.

**3. PREVIOUS BOARD MINUTES**

3.1

- A. Approval of the Minutes of April 26, 2019

**MOTION:** Shelley/Jaelene

*That the ASCA Board of Directors approves the April 26, 2019 Board Meeting Minutes, as presented.*

*CARRIED*

- B. Approval of the Minutes of April 28, 2019

**MOTION:** Brandi/Shelley

*That the ASCA Board of Directors approves the April 28, 2019 Board Meeting Minutes, as presented.*

*CARRIED*

- C. Approval of the Minutes of May 4/5, 2019

**MOTION:** Hollie/Jaelene

*That the ASCA Board of Directors approves the May 4/5, 2019 Board Meeting Minutes, as presented.*

*CARRIED*

**3.2 Motions/Actions Summaries**

The Motions/Actions Summaries were updated after the package was made available but prior to the meeting.



**4. BUSINESS: STEWARDSHIP AND REPRESENTATION**

**4.1 Stewardship (Association Oversight)**

The President provided a handout outlining the Board Committees, Leads and Appointments for this year.

<b>Governance</b>	<b>Internal Finance</b>	<b>Legacy</b>	<b>Member Engagement</b>	<b>Recognition Awards</b>
<b>Lead:</b> Hollie <b>Members:</b> Lisa, Sarah, Shelley	<b>Lead:</b> Jaelene <b>Members:</b> Amy, Jacquie	<b>Lead:</b> Shelley <b>Members:</b> Rick, Sarah	<b>Leads:</b> Jaelene/Brandi <b>Members:</b> ALL Directors	<b>Lead:</b> Jacquie <b>Members:</b> Lisa, Jaelene

In addition, the 2018-2019 Terms of Reference were provided for each Committee to use as a starting point to create the 2019-2020 Committee Terms of Reference to be presented for Board approval at the June 22/23, 2019 Board meeting.

Consortia Representatives were also confirmed, with the exception of the ASCA Representative for the Northwest Regional Learning Consortium as two Directors expressed interest in filling this position.

<b>Central Alberta Regional Consortium (CARC)</b>	<b>Calgary Regional Consortium (CRC)</b>	<b>Edmonton Regional Learning Consortium (ERLC)</b>	<b>Learning Network Education Services (LNES)</b>	<b>Northwest Regional Learning Consortium (NRLC)</b>	<b>Southern Alberta Professional Development Consortium (SAPDC)</b>
Shelley Odishaw	Suzanne Lynch (ASCA Instructor)	Brandi Rai	Wendy Keiver (ASCA Executive Director)	TBD	Allison Pike

**Action:** The ED to use a random selection process to determine which of the two Directors wishing to represent ASCA at the Northwest Regional Learning Consortium meetings shall do so, and notify the President once the selection is made.

**A. Governance Committee**

The report presented by the Committee focused on the creation of a policy which would enable Directors to request an advance on expenses in order to attend a Board meeting or ASCA function.

**MOTION:** Lisa/Brandi

*That the ASCA Board of Directors accepts the statement Directors may request an Advance on Expenses as needed, complying with the guidelines provided as an addition to GP7 Board of Directors Operations, becoming the new #3, with the present #3 becoming the new #4.*

**CARRIED**



**MOTION:** *Jaelene/Shelley*

*That the ASCA Board of Directors accepts the terminology change of GP7 App7A Expense Claim Application to read GP7 – App7A Expense Claim Guidelines.*

CARRIED

**MOTION:** *Brandi/Lisa*

*That the ASCA Board of Directors accepts the addition of "C Advance on Expenses" under GP7 App7A and the ensuing policy statements for immediate use as presented.*

CARRIED

**MOTION:** *Jaelene/Rick*

*That the ASCA Board of Directors accepts the Expense Claim Form to be denoted as GP7 App7B Expense Claim Form, wherever needed within the ASCA Governance Policy Manual.*

CARRIED

**MOTION:** *Lisa/Shelley*

*That the ASCA Board of Directors accepts the Advance on Expenses Request Form to be denoted as GP7 App7C Advance on Expenses Request Form, wherever needed within the ASCA Governance Policy Manual, and for immediate use as presented.*

CARRIED

**Action:** *The ED to make the appropriate changes in the Governance Policy Manual as soon as possible, and update the President once completed.*

B. **Internal Finance Committee**  
Nothing to report at this time.

C. **Legacy Committee**  
Nothing to report at this time.

D. **Member Engagement Committee**  
A Co-Lead of the Member Engagement Committee asked for the Board's permission to introduce a last-minute addition to the agenda for this item. The Board agreed by consensus.

**MOTION:** *Shelley/Hollie*

*That the ASCA Board of Directors directs the Executive Director to provide a report comparing the current School Act to the proposed Education Act, specifically highlighting areas of interest to parents, school councils and ASCA, no later than June 3, 2019.*

**Action:** *The ED to provide to the Board a report comparing the current School Act to the proposed Education Act, specifically highlighting areas of interest to parents, school councils and ASCA, no later than June 3, 2019.*



- E. **Recognition Awards Committee**  
Nothing to report at this time.

F. **Education Issues and E-Scan**

The President highlighted recent conversations she'd had with the new Minister of Education, and opportunities she'd had to hear consistent messaging from the Minister related to the Ministry – and all MLAs - being in “listening” mode at this time. Board members are asked to encourage parents and community members to reach out to their MLAs with concerns, comments, ideas etc. as many discussions will be taking place in the upcoming weeks in the Legislature.

On that note, the President has requested a meeting with the Minister to provide some parent-perspective feedback on the proposed Education Act. It is hoped this meeting will be scheduled prior to the government proclaiming the Education Act.

The President also noted that Minister LaGrange has accepted the Board's invitation to attend a portion of the June 22/23, 2019 ASCA Board meeting, and more information will be forthcoming prior to the meeting.

G. **Financial Report**

The third quarter financial report was presented once again, as it had been for the April 26, 2019 meeting, to allow new Directors to ask questions, or learn from questions comments presented by returning Directors. There were no questions or comments at this time.

H. **Board Progress: Self-Evaluation Goals**

The information from the Director's reports informing the Board Self-Evaluation Progress report is available online through the Director's pages (secure site). No questions or comments at this time.

I. **Executive Director Report:**

Nothing to report at this time.

J. **Board Management:**

i. **Mentorship**

The Vice-President provided a verbal update on the status of the Mentorship Pods, and invited the two Pod Leads to provide the name of their Pod. There will be a third Pod created for Committee Leads, in order to provide support and guidance on effective committee leadership.

In addition, consideration and support has been given to establishing a Board/Pod Book Club, with the first book being recommended: Who Moved My Cheese? The Vice-President will coordinate purchase of this book with the Executive Director.



ii. **In-Person Board Meeting Dates**

The Board acknowledged the dates of September 28/29, 2019; November 23/24, 2019; January 25/26, 2020; March 14/15, 2020 and April 24, 2020 for its in-person meetings. It was also noted that there will likely be an Orientation and Professional Development Board meeting taking place May 2/3, 2020 as this was perceived to have worked very well this year.

iii. **Award Presentations**

The President provided a verbal update on the ASCA Award Presentations that have already taken place, as well as noted those scheduled to occur. Directors presenting awards were reminded to take their involvement in these important proceedings very seriously, and provide pictures to the ASCA office, if possible, for posting on the website. In addition, any Consortia Reps were asked to ensure that each Consortium Board understood the importance and rationale for ARPDC being awarded the Friends of ASCA Award.

**4.2 Representation (Provincial Level Participation)**

A. **Director's Reports**

The compilation of individual Director's reports is available online through the Director's pages (secure site). No questions or comments at this time.

B. **School Council Engagement Task Force Results/Outcomes**

The results of the fifth round of questions to the School Council Engagement Task Force members were provided for review and comment. It was noted that the low number of responses for this round may be attributed to the timing of the questions, in relation to other ASCA matters Member School Councils were needing to address. Review of timing may be considered by the Member Engagement Committee this year.

C. **Stakeholder Engagement**

Nothing to report at this time.

D. **External Advisory Committee Updates**

The detailed External Advisory Committee Report is available online through the Director's pages (secure site). No questions or comments at this time.

5. **CORRESPONDENCE**

None.

6. **INFORMATION ITEMS:** The next meeting will take place on Saturday, June 22 and Sunday, June 23, 2019 at the ASCA (ASBA) Office Board Room, Edmonton.

7. **MEETING EVALUATIONS:** Electronically available for completion and submission to the office.

8. **ADJOURNMENT:** The meeting was adjourned at 7:50 p.m.

---

President  
Allison Pike

---

Executive Director  
Wendy Keiver