



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16
Organizational Meeting - Minutes
Monday, October 24, 2017
Central Office

Board and Representatives:

Debra Klein	Trustee	Present
Rob Nichols	Trustee	Absent
Thomas Laurance	Trustee	Present
Jim Sanson	Trustee	Present
Duane Austin	Trustee	Present
Mardy Charlebois	Trustee	Present
Greg Ibach	Trustee	Present
Malachy Young	Trustee	Present

Administrators

Charlie McCormack	Superintendent / Acting Chair	Present
Dwayne Zarichny	Deputy Superintendent	Present
Mary Ann Threinen	Secretary-Treasurer	Present
Jessica Channon	Executive Assistant	Present

<u>Item</u>	<u>Content</u>	<u>Action</u>
I	Superintendent C. McCormack commenced the meeting at 4:04 p.m. <u>Call to Order</u> Opening Prayer - Trustee D. Klein	
II.	<u>Action Items</u> Call to order	
III.	<u>Disclosure Statements</u> <u>Conflict of Interest Statement</u> Trustees submitted disclosure statements to Secretary-Treasurer M. Threinen.	
IV.	<u>Election of Officers</u> <u>Election of Officers</u> <u>Chairman</u> Superintendent C. McCormack opened the floor for nominations for the Board Chair position. Motion 2017-076: <i>Trustee D. Klein moved to nominate Trustee M. Charlebois for the position of Board Chair.</i> Call was made 3 times for any further nominations and no further offers were made. Motion 2017-077: <i>Trustee D. Austin moved to cease nominations.</i>	

<u>Item</u>	<u>Content</u>	<u>Action</u>
	Trustee M. Charlebois accepted the position of Board Chair. <i>Motion carried.</i> <u>Vice-Chairman</u> Chairman M. Charlebois opened the floor for nominations for the Board Vice-Chair position. Motion 2017 - 078: <i>Trustee G. Ibach moved to nominate Trustee D. Klein for the position of Board Vice-Chair.</i> Call was made 3 times for any further nominations and no further offers were made. Motion 2017 -079: <i>Trustee J. Sanson moved to cease nominations.</i> Trustee D. Klein accepted the position of Board Vice-Chair. <i>Motion carried.</i> V. <u>Formation of Committees (Discussion)</u> The Summary of Committee Representation is as follows: <u>Finance</u> Committee of the whole. <u>Negotiations</u> Debra Klein Greg Ibach Mardy Charlebois Duane Austin <u>Policy</u> Committee of the whole. <u>Transportation</u> Committee of the whole. <i>Trustee M. Young joined the organizational meeting at 4:18 pm via Google Hangouts.</i> <u>Maintenance</u> Jim Sanson Greg Ibach Duane Austin Rob Nichols Mardy Charlebois <u>Public Relations</u> Committee of the whole. <u>ASBA Representative</u> Spring and Fall General Meetings Meetings every 3rd Friday of the month Debra Klein Alternate: Mardy Charlebois	

Item	Content	Action
	<u>ACSTA Representative</u> Spring and Fall General Meetings Meetings every month Greg Ibach <u>TEBA Representative</u> Debra Klein Motion 2017-080: <i>Trustee J. Sanson moved that East Central Alberta Catholic Schools representative for TEBA be Trustee D. Klein. Motion carried.</i>	
VI.	<u>Signing Authority</u> Motion 2017-081: <i>Trustee G. Ibach moved to nominate the following trustees and staff of Central Office as signing authority for East Central Alberta Catholic Schools:</i> Malachy Young Mardy Charlebois Mary Ann Threinen Charlie McCormack Dwayne Zarichny <i>Motion carried.</i>	
VII.	<u>Meeting Place, Date and Time</u> Motion 2017-082: <i>Trustee D. Klein moved the following date, place, and time be appointed for the ECACS regularly scheduled board meetings for the 2017-2018 school year and that the Board meetings end at 9:30 pm with a motion made to extend the meeting until 10:00 pm if required.</i> Place – Board Office Date – 4th Tuesday of the month Time – 4:00 p.m. The board meeting for December will be held on December 19, 2017. The board will meet in Stettler for the March Board meeting and take a tour of Blessed Sacrament School for the May Board Meeting. <i>Motion carried.</i>	
VIII.	<u>Remuneration, Per Diem and Travel</u> Board mileage rate was set at \$0.50 per km. Honorarium Trustees: \$180 / month Chair: \$230 / month Per diem: \$180 / 8 hours/Full Day \$90 / 4 hours/Half Day Motion 2017-083: <i>Trustee D. Austin moved that the trustee honorarium be set at \$180/month, Board Chair honorarium \$230/month, per diems \$180/day and \$90/half day, and \$20 will be provided to trustees and \$50 for the Board Chair every month in regard to a Phone/Internet fee pay out. Motion carried.</i>	

<u>Item</u>	<u>Content</u>	<u>Action</u>
	Motion 2017-084: <i>Trustee J. Sanson moved that the remuneration be set at \$0.50/km and meal allowance through reimbursement by per diem basis (Breakfast \$12.00, Lunch \$18.00 and Supper \$30.00). Motion carried.</i> • Receipts will no longer be required for claiming meals on expenses; meals will be paid on a per diem basis. • A new expense claim form will be sent out to the schools along with guidelines for claiming meals. • Meals will not be covered if they are included in the conference/function registration fees. • Breakfast will not be covered unless the staff members leave before 6:30 am. • Supper will not be covered unless the staff member returns home after 6:30 pm. • The board will cover the cost of a banquet ticket if it is a part of a conference/function registration fee. This includes cost for a spouse when appropriate. Motion 2017-085: <i>Trustee G. Ibach moved that the trustee discretionary account for the Vermilion trustees be changed to \$500 per trustee and the others remain at \$500 per trustee. Motion carried.</i>	
IX.	<u>ASEBP Benefits</u> Trustees discussed the option of participating in a group blanket life insurance policy. Motion 2017-086: <i>Trustee J. Sanson moved the Board does not participate in the blanket life insurance policy. Motion carried.</i>	
X.	<u>Future Business</u> Regular meeting to follow.	
XI.	<u>Closing Prayer</u> Trustee D. Klein	
XII.	<u>Adjournment</u> Meeting adjourned at 4:59 p.m.	

Respectfully submitted:

Jessica Channon, Board Executive Secretary

Date

Approved:

Mardy Charlebois, Board Chair

Date