



**Minutes of the Board of Directors Meeting  
ASBA Boardroom**

**December 14, 2007**

**ATTENDANCE**

**Board Members**

Mrs. Heather Welwood, President  
Mrs. Jacquie Hansen, Vice-President  
Mr. Doug Colburn, Edmonton Public (alternate)  
Mrs. Marilyn Bergstra, Edmonton Catholic  
Ms. Carol Bazinet, Calgary Public  
Mr. Serafino Scarpino, Calgary Catholic  
Ms. Lynda Akers, Zone 2/3  
Mr. Clayton Jespersen, Zone 2/3  
Ms. Jackie Swainson, Zone 4  
Mr. Doug Gardner, Zone 5  
Ms. Kerry Milder, Zone 6  
Ms. Sandra Bannard, ACSTA  
Mr. Martin Blanchet, FCSFA  
Ms. Judy Muir, PSBAA

**Regrets**

Mr. John Lehnert, Zone 1

**Guests**

Mr. Rob Quilley, KPMG (A.5)  
Dr. Usha Procinsky, Western Management Consultants (B.1)

**Staff/Consultants**

Mr. David Anderson, Executive Director  
Ms. Donna Engel, Director, Corporate Services  
Ms. Suzanne Lundrigan, Director, Communications (A.3)  
Ms. Heather Rogers, Director, Finance (A.5)  
Ms. Heather Tkachuk, Association Affairs (A.6)  
Mr. Terry Gunderson, Consultant (A.4)  
Ms. Marian Johnson, Administrative Assistant

**Note:** Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

**CALL TO ORDER**

President Welwood called the meeting to order at 9:05 a.m.

**NATIONAL ANTHEM**

J. Hansen led the Board in the singing of O'Canada.

**A. RECOMMENDED ACTION ITEMS**

**A.1 Agenda**

- (a) **Additions/Changes** The Board agreed to move Agenda Item A.12 – Drug Awareness Committee Recommendation to A.7(a).

(b) **Approval**

- MOTION #1** That the agenda be approved as amended. **CARRIED**  
K. Milder

**A.2 Approval of Minutes – November 8-9, 2007**

- (a) **Errors/Omissions** No errors or omissions were reported.

- (b) **MOTION #2** That the minutes of the November 8-9, 2007 ASBA Board of Directors meeting be approved as presented. **CARRIED**  
M. Bergstra

- (c) **Business Arising** There was no business arising from the previous minutes.

**A.3 In-Camera Session**

(a) **Bargaining Update**

- MOTION #3** That the meeting move *in-camera* with the Board, observers and staff present. **CARRIED**  
J. Swainson

Following the general discussion of the bargaining update, C. Bazinet declared a conflict and left the meeting.

- MOTION #4** That the meeting move out of *camera*. **CARRIED**  
S. Scarpino

C. Bazinet returned to the meeting.

- A.4 ASBA Strategic Plan First Quarter Report (2007-2010)** Mr. Terry Gunderson provided a first quarter update to the 2007-2010 strategic plan. Board members requested the following revisions to the implementation document:

- Include check marks in each year of the Advocacy strategies
- Include check marks in each year of the parking lot issues

- MOTION #5** That the Board of Directors receive the ASBA Strategic Plan 2007-2010 First Quarter Report, as revised, for information. **CARRIED**  
D. Gardner

- A.5 Audited Financial Statements** Mr. Rob Quilley, KPMG LLP, presented the audited

- 2006-2007** financial statements and the audit findings report for the year ending August 31, 2007. He described the audit as “clean” and provided details regarding the activities in the various funds presented in the financial statements.
- Staff left the meeting to allow the Board of Directors to meet privately with the auditor.
- MOTION #6**  
S. Scarpino That the ASBA Board of Directors accept the audited financial statements for the year ending August 31, 2007.
- CARRIED**
- Staff returned to the meeting.
- A.6 Accountability Report**
- (a) Association Administrator** H. Welwood advised that accountability reports constituted the Executive Director’s evaluation and therefore the indicators could not be changed without mutual agreement by the Board and Executive Director. No changes were requested.
- MOTION #7**  
J. Swainson That, based on the Board of Directors’ review of the information provided, the Board determines that the Executive Director has met the quality indicators as outlined in the Association Administrator Accountability Report; and
- That the Board of Directors request the Executive Director to include this accountability report in the ASBA Executive Director Evaluation Evidence Binder for the period September 1, 2007 – August 31, 2008.
- CARRIED**
- MOTION #8**  
C. Bazinet That the Board of Directors commend the Executive Director for exercising sound management of the association’s fiscal and physical assets, as well as its day-to-day operations.
- CARRIED**
- A.7 ASBA 100<sup>th</sup> Anniversary Proposed Program Concepts** D. Anderson requested Board input as to their preferred anniversary celebration options in order to provide them with a more detailed cost estimate and plan. The options provided were:
- #1 Centennial Scholarship Program for Students
  - #2 Centennial Literary Award of Honour
  - #3 ASBA Wall of Recognition & Trustee of the Year Award
  - #4 Centennial Travelling Library or Bookmobile
  - #5 Centennial “Educator’s Award of Distinction”
  - #6 Centennial “Teacher’s Award of Excellence”
  - #7 Permanent Historical Exhibit at the Royal Alberta Museum
  - #8 Other

General consensus of the Board identified options 1 and 7 as the most preferred anniversary celebration options.

(a) **ASBA Drug Awareness  
Committee Recommendation**  
(originally item A.12)

As a follow-up to concerns previously expressed, Board members, who also served on the ASBA Drug Awareness Committee, voiced their opinion whether the committee's activities were within the scope of ASBA's mandate.

Three options were provided for the Board to consider:

1. Shut down the committee.
2. Continue the committee in its current form and with its current focus.
3. Continue the committee, but enhance its work with the objective of establishing a broadly based coalition of government departments and other agencies that are impacted by problems arising from drug abuse (Children's Services, Justice, Education, AADAC, and potentially others) to devise a provincial strategy to tackle the issue. ASBA would be the catalyst, but would transfer leadership of the initiative to someone with "deeper pockets".

**MOTION #9**  
L. Akers

That the Board of Directors direct that option 3 be pursued, with a deadline of June 1, 2008 to devise the strategy with a maximum of \$50,000 to be expended by the committee; and

That the Board of Directors appoint one of its members to serve as Chair of the Committee for a term expiring December 31, 2009; and

That the Committee be asked to bring back a revised set of terms of reference for approval by the Board of Directors; and

That the Executive Director be directed to explore ways to reduce the operational costs of the committee.

**CARRIED**

L. Akers advised that the new Zone 2/3 representative on the Drug Awareness Committee was Sarah Fleury of Grande Yellowhead.

**A.8 Review of Internal and  
External Committee  
Representation**

Board members reviewed the current external (category A & B) committee list and agreed to the following representation changes:

COATS Board of Directors	Marilyn Bergstra
AISI Education Partners	Clayton Jespersen
Drug Awareness	Kerry Milder (Chair)
Special Education Advisory	Kerry Milder
Justice Policy Advisory	Bev Esslinger
High School Completion Task Force	Marilyn Bergstra
Program Assessment Advisory	Serafino Scarpino

Careers...The Next Generation Doug Gardner  
COATS Excellence in Teaching Awards  
Selection Committee Lynda Akers  
Society for Safe & Caring Schools  
and Communities Bev Esslinger  
Minister's Advisory Committee on  
Funding Framework John Lehnrs  
(ASBA lead representative)  
Minister's Advisory Committee on Small  
School Programming Jackie Swainson added  
Teacher Salary Qualifications Board Kerry Milder

The proposed Internal committee appointments were reviewed and accepted as listed.

**MOTION #10**  
J. Swainson

That the Board of Directors approve in principle the external committee appointments, as amended, and the proposed internal committee appointments.

**CARRIED**

**A.9 Insurance Board Appointments**

**(a) ASEBP**

**MOTION #11**  
K. Milder

That Karen Holloway and Carol Bazinet be appointed to the ASEBP Board for a three year term, and that ASBA canvass participating school boards for the remaining vacancy for a three year term.

**CARRIED**

**MOTION #12**  
M. Bergstra

That Gerry Gibeault be reappointed for a three year term and be appointed as ASEBP Chair for a one year term.

**CARRIED**

**(b) SiPP**

**MOTION #13**  
L. Akers

That Jim Gibbons be reappointed to the SiPP Board for a three year term and that ASBA canvass participating school boards for the two remaining vacancies for a three year term.

**CARRIED**

**(c) PICA**

**MOTION #14**  
C. Jespersen

That ASBA canvass school boards for interest in serving on the PICA Council.

**CARRIED**

It was noted that the Executive Director was responsible for selecting the PICA representative.

**(d) ASBIE**

**MOTION #15**  
J. Swainson

That ASBA canvass for two vacancies coming due after February 29, 2008.

**CARRIED**

**A.10 Internal Committee Appointments**

These appointments were considered during the review of internal and external committees. Please refer to Agenda Item A.8 for updated appointments.

**A.11 External Committee Appointments**

These appointments were considered during the review of internal and external committees. Please refer to Agenda Item A.8 for updated appointments.

**A.12 ASBA Drug Awareness Committee Recommendation**

Please refer to Agenda Item A.7(a).

**A.13 Directors' Requests for Information**

L. Akers requested that, at a future Board of Directors meeting, the role of alternates and meaningful leadership roles for alternates be discussed.

**A.14 Agenda Items – Future Board Meetings**

The following items were identified

- Subsidizing Service Costs
- Member Satisfaction Survey Presentation
- Leadership Roles for Board Alternates

**B. DISCUSSION ITEMS**

**B.1 Board Strategic Planning Session**

D. Anderson introduced Dr. Usha Procinsky of Western Management Consultants who would act as facilitator for the Board's strategic planning session in January 2008. The purpose of her attendance at the December meeting was to gather feedback on the Board's expectations of the planning session and the approach the Board would like her to take.

Dr. Procinsky described strategic planning as a tool for organizing the present on the basis of the projections of the desired future. She likened it to a road map leading an organization from its current position to where it would like to be in the long term (3-5 years).

She added that the purpose of strategic planning was to assist an organization in establishing its priorities to better serve its members. The plan should be flexible and practical to serve as a guide to implementing programs that align with the organization's purpose, mission and mandate.

In preparation for the strategic planning session, Dr. Procinsky requested Board members to think about strategic issues that ASBA should address to achieve its mission.

**C. INFORMATION ITEMS**

**C.1. President's Report**

H. Welwood elaborated on her written report that at the Saskatchewan School Boards Association annual general meeting, a policy restructuring proposal was presented but was defeated by the membership. She received several questions on ASBA's new double majority voting system.

As well, she learned at the NSBA Pacific Rim Conference that US education issues were the same as Alberta's issues. The catch phrase at the conference was "AFOAOFA" (all for one and one for all).

**(a) CSBA**

No report was available.

**C.2 Vice-President's Report**

In addition to her two written reports, J. Hansen highlighted the recent Zone Chairs meeting she had chaired where the committee discussed the various ASBA awards and their desire to promote Zone level "Friends of Education" awards which would be recognized at ASBA Fall General Meetings.

**C.3 Executive Director's Report**

In addition to his written report, D. Anderson advised that he was looking at timelines of sending out Board packages that, if circulated earlier would necessitate earlier submission of reports, etc. He also wanted to minimize "spur of the moment" additions to the agenda.

**C.4 Member Reports**

**Edmonton Public** (*B. Esslinger*): No report was available, however alternate D. Colburn advised that the board had increased its priority for student health and developing related policies.

**Edmonton Catholic** (*M. Bergstra*): In a verbal report, M. Bergstra reported the board was considering alleviating some of the problems of transporting special needs children by providing hand-held games for those students while being bused. She added that the board was focusing on health and safety issues.

**Calgary Public** (*C. Bazinet*): Please refer to the written report.

**Calgary Catholic** (*S. Scarpino*): In addition to his written report, S. Scarpino announced that the two Calgary school boards would be involved in the 2009 World Skills Competition which would be hosted by Alberta.

**Zone 1** (*J. Lehnert*): No report was available.

**Zone 2/3** (*L. Akers/C. Jespersen*): Please refer to the written report.

**Zone 4** (*J. Swainson*): Please refer to the written report.

**Zone 5** (*D. Gardner*): D. Gardner advised that a by-election would be held in the Turner Valley ward of Foothills school division in February and that Foothills was currently operating with four trustees instead of five.

**Zone 6** (*K. Milder*): Please refer to the written report.

**ACSTA** (*J. Hansen*): Please refer to the written report.

**PSBAA** (*J. Muir*): No report was available.

**FCSFA** (*M. Blanchet*): Please refer to the written report.

**D. MEETING EVALUATION**

Directors were encouraged to complete and return their meeting evaluation form.

**E. ADJOURNMENT**

**MOTION #16**  
J. Swainson

That the meeting adjourn.

**CARRIED**

The meeting adjourned at 3:50 p.m.

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President

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Executive Director