



ASBA Zone Chairs Meeting

October 16, 2018; 11:00 am – 2:30 pm; ASBA Office

Meeting Summary

Attendance

Trina Boymook, ASBA VP, Chair	Valeria Palladino, Interim CEO
Colleen Holowaychuk, Zone 2/3	Rae Thygesen, Manager Communications
Trudy Bratland, Zone 4	Kit Anderson, Coordinator Governance & Committees
Fiona Gilbert, Zone 5	Laurie O'Shaughnessy, Learning Coordinator
Lori Hodges, Zone 6	
Regrets: Joyce Dvornek (Zone 1)	

1. Welcome & introductions (Trina)

2. Zone Modules on TLC (Laurie)

- Overview of TLC and modules available, anticipated launch is FGM2018
- TLC will host resources for trustees
- TLC offerings reflect trustees needs survey
- Discussion of Zone learning toolkit – in initial stage of development, toolkit should include:
 - The role of the zones
 - The role of the zone chair
 - Elements of zone bylaws that must align with ASBA bylaws and others that offer individual freedom
 - Perhaps a separate module – why zones are important, what is purpose and focus of zones from an external perspective

ACTION: Zones to discuss what are essential elements, provide feedback to Laurie as module develops

3. New ASBA website (Valeria, Rae)

- Two separate functions
 - TLC – learning platform only;
 - ASBA members only section – intended to be resource where information is hosted and available; restricted to members
- There will be a zone section in members only zone (MOZ)

ACTION: ASBA will provide walk through of new website will be provided at zone meetings after launch (FGM2018)

Updates of zone information will be provided to Kit, who will coordinate with Rae for items to be placed on website

4. ASBA Branding (Rae)

- New branding guidelines provided to zones
- These can added to the members' only zone – MOZ- eventually)

ACTION: Zones to use ASBA branding guidelines for communications, programs, etc.

Branding guidelines to be placed on website MOZ

5. Zone Updates PD & Activities

- Each zone outlined PD that had been offered to members
- Shared unique practices done at Zone meetings: rotating school divisions share stories; health initiatives, café discussions with MLAs, letter from Minister
- Zone status reports on annual general meetings
- Shared ideas/resources for other zone activities, esp. MLA engagement

6. Professional Development for Zones

- There is a need for inexpensive PD resources and speakers
- Need to frame PD that reflects and are tailored to governance role of trustees and zones; often presenters are too operational in focus
- Regional consortia and education partners (CASS, ASBOA, ASCA) are good resources for PD

ACTION: ASBA to provide short description/framework that can be used to help focus the request to presenters to tailor materials to the trustee audience

ASBA website will host list of speakers/topics for zones; zones share provide contact and session information regarding effective speakers

7. Indigenous Advisory Circle

- Valeria reviewed what is IAC role in zones
- Honouring Spirit Awards – discussion of zone role – consensus that should be Board directed celebration, not a separate ceremony at zone level

ACTION: Valeria will follow up with Charlene regarding the process and steps for Honouring Spirit Award

8. Update from BOD/PDAC (Trina)

- Overview of upcoming FGM policies bulletin – what to expect at FGM
- Update of process for Facilitated Generative Discussion at FGM
- Overview of wrap up message item at FGM – locally elected school boards
- Lease update
- ASBA will be spearheading efforts to assist boards with superintendent appointment process
- CEO/ED search update

9. Edwin Parr Awards

- Reviewed 2019 package
 - Remove ranking points from nomination package provided to Boards

- Sponsoring boards to provide hard copy of nominee package
- Small wording change to Principal comments
- What is zone role re: presentation to award winners and nominees
 - Each zone has celebration, nominees and winners given awards
 - ASBA President attends zone awards ceremony but the Zone chair presents award, it is entirely zone directed,
 - ASBA role is at the FGM awards ceremony
 - Discussion of funding of apple award from ASBA at zones

ACTION: Zones will discuss proposed ending of apple award and report back at next meeting, decision to be consistent across all zones;

Task Force to be formed for review of interview questions for 2020 awards; anticipate to begin after 2019 selection completed

2019 Edwin Parr package approved for distribution with minor changes

10. Communications Protocol

- Discussion regarding what can be discussed and put in minutes of zone meetings, e.g. reports from BOD zone representative

ACTION: ASBA will create a 'minute taking' mini-course on TLC. Work to begin after FGM.

11. Zone Directed External Committees

- 2 categories of zone directed committees (regional consortia; post secondary practicum committees)
- Reviewed general expectations/responsibilities – zones determine if the committee terms of reference align with their priorities
- Request for clarification of expense reimbursement guidelines
- This item is part of the upcoming PDAC review of Governance Policy 9 to begin after FGM

ACTION: ASBA will provide direction regarding expense/travel reimbursement for representative attending zone external committees.

Briefing Note Attached

12. Next meeting

- Zone Chair meetings with BOD will be scheduled for the Sunday prior to each annual general meeting
- Next meeting of Zone chairs will be by teleconference/video conference – tentatively scheduled for February 6, 2019
- Zone Chairs are invited to attend the May 9, 2019 BOD meeting in Edmonton

Zone Chairs Meeting Plan 2018-2021 attached.

Zone Level External Committees – Expense Reimbursement

Prepared by: Valeria Palladino, Interim CEO
October 18, 2018

Issue

Zone Chairs require guidance on the cost-recovery model for trustees who are selected by zones to participate in zone-led external committees, namely Practicum Committees and Regional Learning Consortia.

Background

Zone-led external committees, namely Practicum Committees and Regional Learning Consortia, are historically attended by trustees selected at the zone level. These committees do not fall under the current four categories of external committee types (A, B, C and D) as listed and described in the ASBA Governance Handbook (GP7 A-B). In addition, said external committees are not of similar nature across each zone, and follow a variety of terms of reference as well as purposes, even when grouped in the same category.

Historically travel expenses and per diem have been recovered in a variety of ways, including:

- The committee pays for these expenses;
- The individual trustee's board pays for these expenses;
- No expenses are recovered.

Recommendation

Given the upcoming PDAC review of said committees, which is expected to begin December 2018, ASBA recommends the following temporary solution to address the issue of a cost-recovery model:

- Zones proceed with appointing trustees to said categories of committees as they see fit;
- Zones verify the terms of reference of said committees and clarify if said committees cover travel expenses and per diem;
- If said expenses are NOT covered by the committees, trustees attending said committees on behalf of zones will have their expenses paid by ASBA following the Travel Expense Policy in the Governance Handbook (GP7 A-B).
 - Zones will remain responsible for endorsing travel expenses when the individual trustees submit them to ASBA. This means the travel expense will be submitted to the ASBA office with a confirmation email from the zone chair indicating the travel costs align with the details of the work completed on committees.

This recommendation will be in place until PDAC creates a more comprehensive Zone-led external committee policy to be approved by the Board of Directors or the end of the term of participation in said committees which begins in 2018, whichever comes last.

Zone Chairs Meeting Plan

Yearly Plan (2018-2021 term)

Updated October 22, 2018

The following dates make up the planned schedule for Zone Chairs to meet with each other and with the ASBA Board of Directors to maintain ongoing open channels of communications, share plans and activities and address zone specific and global needs. ***Italicized dates are to be confirmed.***

Number	Date	Format/attending	Notes
1 st	<p>October (except for election years) – in Edmonton</p> <p>October 16, 2018 <i>October 15, 2019</i> <i>October 13, 2020</i></p>	<ol style="list-style-type: none"> 1. In person 2. All zone chairs attend (or vice-chairs if need be) 3. To run for about 4 hours 4. Agenda set based on input from zone chairs 5. Brief conversation about role of zones is part of agenda 6. Review Edwin Parr information and confirm for following school year 	<p><i>The first meeting of each year is recommended to take place in person.</i></p> <p><i>On election year, there will be no first meeting of Zone Chairs due to possible changes in elected trustees.</i></p>
2 nd	<p>November at FGM in Edmonton Sunday prior to FGM business session</p> <p>November 17, 2019 November 15, 2020 November 22, 2021</p>	<ol style="list-style-type: none"> 1. In person with Board of Directors 2. To be held in reserved room at the hotel where FGM takes place 3. No longer than two hours 4. Led by Zone Chairs 5. Zone Vice Chairs invited as well 	<p><i>No meeting to be held on November 18, 2018.</i></p> <p><i>Coordinate event with FGM team</i></p>
3 rd	<p>Between February and March</p> <p><i>February 5, 2019</i> <i>March 3, 2020</i> <i>March 3, 2021</i></p>	<ol style="list-style-type: none"> 1. V/C meeting 2. Zone Chairs and vice-chairs invited to attend 	<p><i>V/C coordinated through Zoom technology</i> <i>Agenda items will vary</i></p>
4 th	<p>May, Board of Directors May Meeting</p> <p>May 9, 2019 <i>May 14, 2020</i> <i>May 13, 2021</i></p>	<ol style="list-style-type: none"> 1. ASBA BOD invites all zone chairs and zone vice-chairs to the in person meeting of the board 2. Invitees attend all meeting with exception of in-camera portions 	<p><i>This meeting offers a chance to the BOD to present the draft of the association budget</i></p>
5 th	<p>June, at SGM in red Deer Sunday prior to SGM</p> <p>June 2, 2019 June 7, 2020 June 6, 2021</p>	<ol style="list-style-type: none"> 1. Similar format to the in person meeting with the BOD before the FGM 2. Led by Zone Chairs 3. Zone Vice-chairs invited as well 	<p><i>Coordinate the event with the SGM team</i></p>