



**MINUTES  
November 27-28, 2021**

**Present:** Brandi Rai, President  
Rich Haggarty, Director  
Jacquie Surgenor, Director  
Sheila Hobday, Director  
Krista Li, Director  
Andi Romito, Director  
Shelley Odishaw, Vice President  
Kerry Bodell, Director  
Greta Gerstner, Director  
Krista Scott, Director  
Melissa Smith, Director

**Regrets/Leave:** Hollie Tarasewich, Director

**Staff:** Wendy Keiver, Executive Director

**1. CALL TO ORDER AND WELCOME**

President Rai called the meeting to order at 8:04 a.m. on Saturday November 27, 2021 and welcomed everyone. She provided a Treaty and Territory Acknowledgement. Directors then participated in an ice-breaker activity.

**2. REVIEW OF THE AGENDA**

**MOTION:** *Directors Haggarty/Gerstner*  
*That the ASCA Board of Directors approves the agenda, as presented.*

*CARRIED UNANIMOUSLY*

2.1 Board Meeting Protocols and Team Agreement were supplied for information and review.

**3. PREVIOUS BOARD MINUTES**

3.1 October 28, 2021 Minutes

Director Smith noted she was not listed as having sent “regrets” for this meeting. The minutes will need to be amended to reflect this.

**MOTION:** *Directors Gerstner/Bodell*  
*That the ASCA Board of Directors approves the October 28, 2021 Board Meeting Minutes, as amended.*

*CARRIED UNANIMOUSLY*

**Action:** *The Executive Director is to amend the October 28, 2021 Board Meeting Minutes noting Director Smith as having sent regrets.*

The Board discussed if Directors who are absent from meetings having been granted a leave of absence should be noted as such (on leave), left off the Minutes entirely, or just as it has been done previously. Consensus was reached to amend the ‘category’ to “Regrets/Leave” moving forward.

**Action:** *The Executive Director is to ensure this change in formatting is reflected in the Board Meeting Minutes going forward.*



**4. BUSINESS: STEWARDSHIP AND REPRESENTATION**

**4.1 Stewardship (Association Oversight)**

**A. Advocacy Committee**

No Report

**B. Governance Committee**

i. Whistleblower Policy

**MOTION:** Vice President Odishaw/Gerstner

*That the ASCA Board of Directors tasks the Governance Committee with amending the draft Whistleblower policy as discussed, reporting back to the Board during the January Board meeting.*

**CARRIED UNANIMOUSLY**

ii. Partisan Definitions

The President determined that the discussion required for this item – Partisan Definitions - needed more time, and moved the item (Partisan Definitions) to Agenda Item 4.3

**C. Internal Finance Committee**

No Report

**D. Legacy Committee**

No Report

**E. Member Engagement Committee**

No Report

**F. Nominations Committee**

No Report

**G. Recognition Awards Committee**

No Report

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

No Report

**I. Financial Report**

i. Income Statement at 10.31.21 with Forecasts/budgets

**MOTION:** Directors Li/Scott

*That the ASCA Board of Directors moves in camera to discuss the fiscal realities of the Association.*

**CARRIED UNANIMOUSLY**

Director Haggerty left the meeting during this discussion at 1:00 on Sunday, November 28, 2021.

**MOTION:** Directors Gerstner/Romito

*That the ASCA Board of Directors moves out of camera.*

**CARRIED UNANIMOUSLY**



**MOTION:** Directors Gerstner/Bodell

*That the ASCA Board of Directors accepts the Revised October 31, 2021 Income Statement with Year End Forecast and 2021-2022 Budget, Tentative Revised 2021-2022 Budget permitting a deficit of \$102,000.00 and an estimated working capital at the end of June of \$212,000.00, and Tentative 2022-2023 Budget for information.*

**CARRIED UNANIMOUSLY**

**Action:** *The Executive Director is to clarify the expectations, and determine the actual costs, of the project the Minister has requested the Association undertake for \$15,000.00 and prepare a counteroffer reflecting actions of meaningful engagement of parents through school councils, to ASCA and to the Minister, to submit to the Ministry.*

ii. Balance Sheet at 10.31.21

**MOTION:** Directors Hobday/Romito

*That the ASCA Board of Directors accepts the October 31, 2021 Balance Sheet for information.*

**CARRIED UNANIMOUSLY**

**J. Board Progress: Vision Path Destinations and Growth Goals Progress**

A link to the complete compiled Director's Reports was provided to the Board on the agenda, with a one-page summary included in the Board Meeting package. President Rai invited questions and comments. A director suggested that future consistent use by directors for "coding" their activities would provide more meaning. It was also noted that interpreting the progress at this point is somewhat premature as this report captures only two months of director's activities.

**MOTION:** Vice President Odishaw/Bodell

*That the ASCA Board of Directors accepts the Board Self-Evaluation Progress Report for information.*

**CARRIED UNANIMOUSLY**

**MOTION:** Directors Li/Gerstner

*That the ASCA Board of Directors creates an Ad-Hoc Committee to undertake the creation of a rubric for coding activities related to the Vision Path, utilizing assistance from other Directors with capacity.*

**CARRIED UNANIMOUSLY**

Director Hobday will lead the Ad-Hoc Committee, with Directors Smith and Haggarty.

**K. Executive Director Report**

i. Monthly Activities: ED, Staff

**MOTION:** Directors Surgenor/Gerstner

*That the ASCA Board of Directors accepts the Monthly Activities report for information.*

**CARRIED UNANIMOUSLY**

**Action:** *The Executive Director is to provide some social media benchmarks in future reports, if possible, with the assistance of the contractor hired through Jo(e) Social Media and the Communications Director. The Executive Director is also to allocate time on the January agenda for deeper discussion of the social media analytics.*

President Rai called a recess at 10:35 a.m. to prepare directors for the School Council Engagement Opportunity (Agenda Item 4.2.C.i).



- ii. ASCA 2021 GM Attendance Comparison
- iii. ASCA 2021 Conference Attendance Comparison

**MOTION:** *Directors Scott/Gerstner*

*That the ASCA Board of Directors accepts the AGM and Conference Attendance Comparison Reports to assist in future planning for Member engagement.* **CARRIED UNANIMOUSLY**

**Action:** *If there is staff capacity, the Executive Director is to break the attendance reports by division and send to each Board Chair and Superintendent individually with an invitation to explore methods for increased engagement (assurance, PPPs, ASCE Grant).*

**L. Board Management**

- i. Mentorship/PODs  
The Board allocated this time to prepare for the School Council Engagement Opportunity.
- ii. In Camera  
The Board used this item during the discussion on the Financial Reports.

**4.2 Representation (Provincial Level Participation)**

**A. Director's Reports**

The link to the online compilation of individual Director's reports was provided on the agenda.

**B. School Council Engagement Task Force: Q1 Results**

The Board deferred this item to the January 2022 Board meeting.

**C. Stakeholder Engagement**

- i. ASCA Member Engagement Opportunity  
A total of 230 individuals had registered for this event: representatives from 154 school councils, several trustees, a few school divisions, and education partner/stakeholder organizations. Peak attendance was 122. The agenda permitted opportunities for participants to listen, learn, provide perspectives, and ask questions on several important topics related to education in Alberta this year.
- ii. ASCA Member Engagement Opportunity Debrief  
Director Haggarty was not present for this item.  
The Board discussed what went well, what could be done better or differently for future engagements. There were many positive comments from participants, it was a very positive experience, and extremely informative. Background information or baseline knowledge on polling topics would be a valuable addition. Low-volume background music for 'entry' and quiet (poll) times is beneficial. Accommodations for people with diverse needs (i.e.: close captioning) would be valuable.

**Action:** *The Executive Director is to research methods for accommodations in virtual meetings for future engagement opportunities.*

**D. Advocacy in Action Summary**

A link was provided to the Board on the agenda.



**4.3 Unfinished Business**

4.1.B.ii Partisan Definitions

The Board agreed to continue discussion on these items via google docs in the next few weeks, anticipating the Governance Committee can bring refreshed recommendations to the Board at the January 2022 Board meeting.

**5. INFORMATION ITEMS:**

5.1 Future **Weekend** Meeting Dates: **January 22-23, 2022; March 26-27, 2022**

5.2 Future **Weekday Evening** Meeting Dates: *To Be Decided*

5.3 Future **Pre-Conference** Board Meeting: **April 22, 2022, time TBD**

5.4 Future **General Meetings** of ASCA: **2022 Annual General Meeting (AGM) April 24, 2022**

**7. MEETING EVALUATIONS:** Directors were reminded to complete the electronic Board Meeting Evaluation before 12:00 noon Wednesday, December 1, 2021.

**8. ADJOURNMENT:** The meeting was adjourned at 2:01 p.m. on Sunday, November 28, 2021.

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President  
Brandi Rai

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Executive Director  
Wendy Keiver

*The ASCA Board of Directors makes decisions to ensure the Alberta School Councils' Association is:  
Relevant; Sustainable; Autonomous; and Innovative.*