



**MINUTES
January 18-19, 2025**

Present: Ken Glazebrook, President
Edward Tse, Director
Meagan Parisian, Director
Greta Gerstner, Director (left 2:45 Jan.18.25)
Stephanie Bugbee, Director
Brandi Rai, Past President

Regrets/Leave: Chelsea Ezeagwuna, Director (Leave)

Staff: Wendy Keiver, Executive Director

1. CALL TO ORDER AND WELCOME

President Glazebrook called the meeting to order at 8:04 a.m. on Saturday, January 18, 2025, and welcomed everyone. He provided the Land Acknowledgement and Directors then participated in a Team Building activity.

2. BOARD MEETING PROTOCOLS/TEAM AGREEMENT/CULTURE CONTAINER

The ASCA Board Meeting Protocols, the ASCA Team Agreement and the ASCA Culture Container were supplied for information and review.

3. REVIEW OF THE CONSENT AGENDA

3.1 Previous Board Minutes & Action/Motion Tracking: November 18-19, 2024

That the ASCA Board of Directors adopts the November 18-19, 2024, Board Meeting Minutes as amended.

3.2 Internal Committee Report (4.1.C)

That the ASCA Board of Directors adopts the Internal Committee report for information.

That the ASCA Board of Directors adopts the revised Internal Committee Terms of Reference as presented.

MOTION: *Directors Gerstner/Parisian*

That the ASCA Board of Directors adopts the Consent Agenda as presented.

ADOPTED UNANIMOUSLY

4. BUSINESS: STEWARDSHIP AND REPRESENTATION

4.1 Stewardship (Association Oversight)

A. External Committee

MOTION: *Directors Parisian/Tse*

That the ASCA Board of Directors adopts the External Committee report for information.

ADOPTED UNANIMOUSLY

MOTION: *Directors Parisian/Bugbee*

That the ASCA Board of Directors adopts the revised 2024-2025 External Committee Terms of Reference as presented.

ADOPTED UNANIMOUSLY



MOTION: Directors Gerstner/Parisian

That the ASCA Board of Directors directs the External Committee to create a revised Board Sponsored PAR **Online Safety** incorporating the concerns and comments articulated by Directors, for the Board to consider at its March 22-23, 2025, Board Meeting.

WITHDRAWN

MOTION: Directors Tse/Parisian

That the ASCA Board of Directors tables External Committee Recommendations 3-5 to a Special Board Meeting to be scheduled for a date in February 2025.

ADOPTED UNANIMOUSLY

B. Fund Development Committee

MOTION: Directors Tse/Parisian

That the ASCA Board of Directors adopts the Fund Development Committee report for information.

ADOPTED UNANIMOUSLY

MOTION: Directors Tse/Bugbee

That the ASCA Board of Directors adopts the [ASCE Grant Survey report](#) for information.

ADOPTED UNANIMOUSLY

MOTION: Directors Tse/Parisian

That the ASCA Board of Directors directs the ASCA President to share the ASCE Grant Survey report with the Minister of Education.

ADOPTED UNANIMOUSLY

MOTION: Directors Tse/Bugbee

That the ASCA Board of Directors directs the ASCA Executive Director to make the ASCE Grant Survey report public.

ADOPTED UNANIMOUSLY

MOTION: Directors Tse/Parisian

That the ASCA Board of Directors adopts the [Access Pass Sponsor Subscription](#) Proposal to start in July 2025.

ADOPTED

MOTION: Directors Tse/Bugbee

That the ASCA Board of Directors adopts the [ASCA Access Pass Proposal](#) to start in July 2025.

ADOPTED

MOTION: Directors Tse/Parisian

That the ASCA Board of Directors directs the Fund Development Committee to develop the ASCA Access Pass program and marketing materials for the next ASCA Board Meeting.

ADOPTED

C. Internal Committee (Consent Agenda Item)

D. Education Issues and E-Scan

Labour Disruptions in Schools

President Glazebrook provided highlights of the support worker's strikes in various school divisions across the province. ASCA has received at least two (2) letters from concerned parents



in Edmonton. The President will be meeting with the ATA President within the next couple of days, to explore common areas of advocacy.

Red Deer Public City-Wide Event

The President and Director Bugbee represented ASCA at this event, organized by former ASCA Vice President Shelley Odishaw in her capacity as City Wide Chair, which involved 18 agencies and approximately 50 attendees. There were great connections made with MLAs, trustees, and members of school councils. Director Parisian was also there, in her capacity as a Vice Chair of the City Wide School Council and Chair for two Red Deer Public School Councils.

CBC Pulse Check with Parents re: Fall 2025 Trustee Elections

President Glazebrook and Executive Director Keiver were approached by CBC Engagement Producer Elise Stolte out to explore the following ideas with ASCA:

What do parents want their trustee candidates to be talking about during the upcoming election? ASCA and CBC could collaborate and invite parents from across Alberta to join a virtual discussion on this theme in mid to late May. The facilitated conversation would involve breakout groups, surveys and other feedback mechanisms to create a rich pulse check ahead of the election campaign.

CBC's goal would be to allow insight from the conversations to help shape its coverage, making it more nuanced and relevant for Albertans (with the ultimate goal of helping parents make informed choices and feel confident voting in October).

CBC's ask to ASCA? Ideally ASCA would both spread the invitation and have an internal expert who would bring their experience in this area to co-plan/co-facilitate the check in.

CBC's offer to ASCA? If we can get a good diversity of perspectives, CBC would like to file a story for the general public on the key themes. There is also a possibility of writing up a more in depth What-we-heard doc if that would be useful to ASCA's Board and audience.

Request for Meeting with Education Minister

We have requested a meeting with the Minister to highlight a few more advocacy policies and suggest some funding ideas for ASCA.

Items identified by Directors:

- ❖ By-election in Calgary Catholic
- ❖ PowerSchool data breach
- ❖ Anticipation of 2025-2026 Provincial Education Budget
- ❖ Anticipation of further education labour disruptions; impact on students/families; impact on school and division budgets
- ❖ Implementation of the new gender identity policies – implications
- ❖ Ongoing illnesses of teaching staff resulting in significant supply teachers, impacting relationships



E. Financial Reports

- i. Income Statement at December 31, 2024, forecast and revised budget

MOTION: Directors Parisian/Gerstner

That the ASCA Board of Directors adopts the December 31, 2024, Income Statement for information.

ADOPTED UNANIMOUSLY

- ii. Balance Sheet at December 31, 2024

MOTION: Directors Parisian/Gerstner

That the ASCA Board of Directors adopts the December 31, 2024, Balance Sheet for information.

ADOPTED UNANIMOUSLY

- iii. Preliminary 2025-2026 ASCA Budget

MOTION: Directors Bugbee/Parisian

That the ASCA Board of Directors adopts the Preliminary 2025-2026 Budget for information.

ADOPTED UNANIMOUSLY

MOTION: Directors Parisian/Bugbee

That the ASCA Board of Directors directs the Executive Director to amend the 2025-2026 Budget as discussed, for review and approval at the March 22-23, 2025, Board Meeting.

ADOPTED UNANIMOUSLY

- iii. CRA Annual Return

This item was addressed within the Internal Committee Report (Item 4.1.C)

F. Board Progress: Vision Path Destinations and Growth Goals Progress

No Report

G. Executive Director Report

- i. Monthly Activities: ED, Staff

MOTION: Directors Bugbee/Tse

That the ASCA Board of Directors adopts the Executive Director Activities Report for information.

ADOPTED UNANIMOUSLY

- ii. 2024 Virtual Engagement Event Polls/Evaluations

MOTION: Directors Bugbee/Tse

That the ASCA Board of Directors adopts the 2024 Virtual Engagement Event Polls and Evaluations reports for information.

ADOPTED UNANIMOUSLY

MOTION: Directors Parisian/Tse

That the ASCA Board of Directors directs the External & Fund Development Committees to contact survey respondents requesting such, and to provide a report to the Board summarizing each contact for the March 2025 Board meeting.

ADOPTED UNANIMOUSLY



iii. 2025 Conference (Symposium) Update

ED Keiver provided a verbal update on the status of planning for the event that the ASCA Board of Directors will host in lieu of a Conference this year. The half-day virtual event will take place on Saturday, April 26th, 2025, and will be branded as a Spring Symposium with a theme focusing on resilience. Dr. Robyn Hanley-Dafoe has been confirmed as the event's keynote speaker, and the Symposium will offer attendees a minimum of 6 breakout topics in each of two time slots.

The visual image and marketing materials should be ready for posting and distribution at the end of January. The registration software has been updated and is in the final stages of 'beta testing' prior to being available for 'launch' at the same time.

To date we have one event sponsor – the Alberta Professional Development Consortium for \$2100, and other organizations will be invited to participate this way as well. Directors are encouraged to assist with creating awareness and excitement for the event and attracting sponsors.

MOTION: Directors Parisian/Tse

That the ASCA Board of Directors adopts the verbal 2025 Spring Symposium update report for information.

ADOPTED

iv. Charity of Choice

MOTION: Directors Bugbee/Tse

That the ASCA Board of Directors approves \$200.00 be donated to For the Love of Children Society Alberta as its Charity of Choice in lieu of breakout sessions speakers/presenters for the 2025 Spring Symposium receiving payments or gifts.

ADOPTED UNANIMOUSLY

v. AGM 2025 Update/Roles Info

MOTION: Directors Parisian/Bugbee

That the ASCA Board of Directors accepts the AGM 2025 Update and Roles report for information only and prepares to appoint Directors into the needed positions during or before the March 22-23, 2025, Board Meeting.

ADOPTED UNANIMOUSLY

Action: Pres Glazebrook to connect with a colleague to fill the Parliamentary Advisor role.

vi. AGM Rules of Order Review

MOTION: Directors Parisian/Bugbee

That the ASCA Board of Directors provides appropriate notice and rationale to ASCA Members of the intention to request Members adopt the Standing Rules of Order presented at ASCA's 2025 AGM as Permanent Convention Rules of Order.

ADOPTED UNANIMOUSLY

vii. Board / ED Evaluation Update

The Executive Director confirmed the contract with Leadership and Life was in place, and informed Board Members that time-sensitive surveys would be available for them to complete in the next few weeks. The Board will review the results of both surveys, and set Board Growth Goals for the 2025-2026 Board, at the March 22-23, 2025, Board Meeting.



H. Board Management

i. Mentorship/PODs

President Glazebrook has scheduled a series of informal virtual mentorship meetings to provide opportunities for Directors to get to know each other, and inquire about specific aspects of the Association, or their roles. Directors are invited to participate as available. He is also connecting directly with each Director to hear their perspectives on improvements, changes, etc. for Board efficiency and effectiveness.

ii. In Camera

MOTION: Directors Parisian/Bugbee

That the ASCA Board of Directors moves in camera to discuss a personal matter impacting director capacity.

ADOPTED UNANIMOUSLY

MOTION: Directors Parisian/Bugbee

That the ASCA Board of Directors moves out of camera.

ADOPTED UNANIMOUSLY

iii. Auditor Approval

MOTION: Directors Bugbee/Tse

That the ASCA Board of Directors approves the appointment of Metrix Group LLP as the Association's independent auditors for the 2025-2026 fiscal year.

ADOPTED UNANIMOUSLY

iv. Declaration of Intent (Succession Planning)

President Glazebrook invited Directors to indicate their intention for re-election, or election for a new position, at the 2025 AGM. Directors were encouraged to ask questions and seek additional information.

Director Gerstner left the meeting during this discussion (2:45 p.m.)

4.2 Representation (Provincial Level Participation)

A. Director's Reports

MOTION: Directors Tse/Bugbee

That the ASCA Board of Directors utilizes the Form created for Individual Directors' Reports to inform Agenda Item 4.1.F Board Progress: Vision Path Destinations and Growth Goals for the March 22-23, 2025, Board Meeting.

ADOPTED UNANIMOUSLY

B. School Council Engagement Task Force: Results

No Report.

C. Stakeholder Engagement

No Report.

D. Advocacy in Action Summary

A link was provided to the ongoing summary of opportunities the President, Vice President, and Executive Director have had to represent ASCA at various regional and provincial committees and



events. President Glazebrook encouraged Directors to review its details and make any inquiries regarding any of the meetings or events.

4.3 Unfinished Business

5. Information Items:

5.1. Future **Weekend Board** Meeting Dates:

A. **March 22-23, 2025, 8:00 a.m.**

5.2. Future **Weekday Evening Board** Meeting Dates:

A. **Monday, February 3rd, 2025, 7:00 p.m.** – Special Board Meeting

B. **Wednesday, April 23rd, 2025, 6:30 p.m.** – AGM Preparation

5.3. Future **Pre-AGM Board** Meeting: **Friday, April 25th, 2025, 9:30 a.m.**

5.4. Future **General Meetings** of ASCA: **2024 Annual General Meeting (AGM) April 27th, 2025**

5.5. Future **Post-AGM Board** Meeting: **Sunday, April 27th, 2025, 5:00 p.m.**

6. **Meeting Evaluations (electronic):** The Board was reminded to complete the online Board Meeting Evaluation prior to 12:00 noon, Wednesday, January 22nd, 2025 @ 12:00 noon.

7. **ADJOURNMENT:** The meeting was adjourned at 4:10 p.m. on Saturday, January 18, 2025.

President
Ken Glazebrook

Executive Director
Wendy Keiver

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