

**OASPHE Executive Meeting Minutes
October 6, 2010**

Participants: Lara Paterson, OCT, Limestone; Lindsay LaMorre, OCT, Faculty of Education Rep. York University; Ian Boyd, OCT, HPEDSB; Jennifer Powles, OCT, CIS; George Kourtis, OCT, TDSB; Carol Scaini, OCT, PDSB; Andrea Skirrow, OCT, PDSB; Darryl Hancock, OCT, PVNCCDSB; Nancy Schad, Ophea; Lorna Tremonte, OCT; Deb Lawlor, OCT, OCDSB; Joanne Walsh, OCT, HDSB; Sue McMahon, OCT, ; Brenda Witticker; OPHEA; Dan Koenig, OCT, TCDSB

Agenda Item	Discussion	Action
<p>Membership Strategy Plan</p>	<p>-looking for a hospitality room to socialize, renew members -Thursday would be something low-key -George to get a schedule of the activities -Thursday is Ophea binder launch -wine & cheese on the Friday for day delegates -Executive to have brochures with them in case of questions</p> <p>-need a room/hospitality suite on Thursday so we can host members and get email out to list-serve -Be present first thing in the morning on Friday morning to greet delegates and hand out brochures to day delegates -brochures are to go in the pre-conference bags for pre-conference registrants</p> <p>-T-shirt for executive to have a profile and also for members who sign up that day -T-shirt cost is \$6.25 – includes 1 logo – logo will go on the front Shirt will be a deep purple with white lettering Sizes:10sm 15med 15lg 10xlg</p>	<p>George to find out times of wine & cheese</p> <p>George to find info regarding room and send to Lara to get out to members</p> <p>George to get snacks and drinks for the hospitality room</p> <p>Lara to follow up with Ophea to see if we can get brochure in full delegate/day delegate bags</p> <p>Lara to find out how many brochures will need to be printed</p> <p>Lara to get receipt books</p> <p>Lara to get list of members who have already paid (for t-shirt distribution) Sue to order t-shirts</p>

Brochure	<ul style="list-style-type: none"> -add “free t-shirt” incentive to the registration part of the brochure -need receipts for people who pay -Winter meeting Feb. 2011 Mississauga – details to be announced -some typos and rewording was discussed -each exec. Member to have brochures 	<p>Will finalize on Nov. meeting</p> <p>-Lara to make the corrections</p>
Website	<p>Anne Amberg is willing to do the website however needs some training. She needs software and information</p> <p>Website needs to be up and running asap.</p>	<p>Ian to forward contact info to Ann for training</p> <p>Ian to contact Josh to speed up process</p>
Winter Meeting	<p>A number of boards are only allowing only 1 conference for members to attend. If we change the wording to “meeting” we may get more release from the boards. It was discussed that we would have a one day meeting with a focus on the secondary curriculum launch.</p> <p>When: Feb. 2011</p> <p>Where: Mississauga Banquet Centre (?)</p> <p>Table: conversation re: rotation of winter meeting hosts (November meeting)</p>	<p>Joanne to follow up with Deb Courville to see if she is available on the day.</p> <p>Executive to run the meeting</p>
Key Messages	<ul style="list-style-type: none"> -to be discussed at the November 10th meeting. -dedicate one “key message” to be discussed at each meeting to have some deep conversation around our key messages -add some “collegial sharing” time to each of the meeting agendas -rotate a “lead” - Nov. 10th – revised curriculum rollout -send out info early so people come prepared to discuss specific items 	<p>George to put something together for Nov. discussion</p>
Next Meeting (Nov. 10 th)	<p>Key Message: Revised curriculum rollout</p> <p>Discuss the rotation of winter meeting hosts</p>	<p>George to put something together for Nov. discussion</p>