OAME Board of Directors' Meeting Minutes

Holiday Inn, Toronto Int'l Airport
970 Dixon Rd., Toronto
416 674-4342
Oct. 18-19, 2013

Present: Sonia Ellison, Cathy Hall, Paul Alves, Lynda Ferneyhough, Tim Sibbald, Bill Otto, Jung Choi-Perkins (Fri.), Judy Mendaglio (Sat.), Anne Yeager, Frank Di Pietro, Kyla Kadlec, Pat Kehoe, Sandra Jean Price, Jill Lazarus, Lori Schuyler, Melissa Black, Pamela Chun, Jelena Loncar, Paulene Washington, Sheridawn Maloney, Tom Boland, Lori Yee, Freda Liu, Christine Sasso, Bart Vanslack, Ann Michele Stenning, Todd Romiens, Greg Clarke
Regrets: Fred Ferneyhough, Cathy Chaput, Cheryl Geoghegan, Suhana Kadoura, Bill Lundy, Jane Silva, Claudio Attanasio, Jen Gravel, Gina Micomonaco, immaculate Namukasa, Kathy Kubota-Zarivnij, Mary Lou Kestell

- Sonia welcomed all and introduced the new members on the Board (all of the new members were present).
- Wayne Erdman gave a short review of OAME2013 and presented the profit sharing cheque to Lynda ($27 368.15). A complete report is included in these minutes.
- Sonia thanked Wayne and presented a plaque to him and the co-chair Anthony Meli.
- Lynda went through the housekeeping items.
- Sonia ran a short workshop on team building and establishing norms of collaborative work.
- Paul Alves gave a report on OAME2013 (included in these minutes)
- Sonia gave a report on Leadership 2013 and encouraged people to sign up.
- Bill presented the work from the SPaRC group for committees to review the proposed changes to the Terms of Reference and Bylaws. Sonia thanked the SPaRC group for the outstanding , comprehensive work they achieved at a special meeting of the Committee.
- Committees met and tackled the proposed changes to the Terms of Reference and Bylaws that pertained to their committee.

The social was well attended and a special thank you to Sandra Jean Price for providing the food.

GENERAL MEETING of the BOARD OF DIRECTORS:

- Approval of the Agenda Moved:Bill 2nd:Sandra Jean CARRIED
- Approval of Minutes June 7-8, 2013, AGM 2013 –Moved:Tom, 2nd:Paulene CARRIED
- Financial Report, 2012-13 Moved:Tim 2nd:Bart CARRIED
- Proposed Budget 2013-14 Moved:Cathy 2nd:Pamela CARRIED
- Financial Picture Oct.13/13 Moved:Tom 2nd:Pat CARRIED

1. Moved by Sonia seconded by Bill
   The Executive Directors' honoraria be $24 000 per year. CARRIED
2. Moved by Frank , seconded by Tim
   The percentage amount for Chapter rebates be 30% for full and retired members and 0% for student members". CARRIED

ALL COMMITTEES: Work Period (Communications/ Outreach/ Curriculum/ Strategic Planning & Renewal)
Working on Critical Paths document for their committee

Sandra DiLena presented a report from the Ministry.

Reminder: Nominations for OAME Awards and Board positions needed

Lunch was enjoyed by all.

Chapter Reports

COMA had a great year thanks to all the many executive and council members that participated in helping execute the various yearly events. The events we held were as follows: COMA Welcome Back Social; Winter Forum: This annual event at Ottawa U draws teachers from across the Ottawa area, Tom Hamza, IEF president, was our featured speaker who spoke on Financial Literacy; Valley Forum - Renfrew: Ruth Beatty as the feature speaker, elementary and secondary breakout sessions with Ruth Beatty and Anne Hollness & Robin McAteer hosting the secondary; Valley Forum - Kempville: Claire Bonner, Anne Hollness, Robin McAteer repeated what was done in Renfrew; COMO: The Ottawa Catholic school board hosted their own COMO since the original one was cancelled due to the contract negotiations. OMO was cancelled for this year so no teams were sent; Annual OAME Conference: We were able to "pay it forward" once again and send COMA members to the annual OAME conference. Future Activities planned include: COMA Welcome Back Social: Sept 26th, 2013 - Lynda Colgan; November Annual Ron Bender Mini-Conference at Ottawa U; Valley Forum – Fall and Spring; COMO – April; OAME – hope to "pay it forward" and send members again.

The **GOLDEN** section is busy revitalizing and reaching out to all boards in our section.
We are holding a Planning Meeting on Tuesday, October 1st for our new executive to get to know each other and start planning our future conferences. We hope to get some new ideas and new life into our Chapter Executive so we can better improve Student Success as well as inspire teachers. Before we plan a mini-conference, we want to hear from our new executive members.
We also plan to hold a Fall Social in November for all Mathematics Teachers in Golden to get some excitement about mathematics, and around OAME Golden. We will have one keynote speaker, provide appetizers and refreshments in a comfortable social environment.

Lastly, we need a new OMO director! On that note, we are going to expand the Mathlete competition that is currently being run in the Niagara Catholic District School Board, to all our boards and use that as a platform to choose teams for the OMO. We would like to run more contests throughout the year to keep the excitement about mathematics going all year long. Also, this will eventually extend to secondary schools and so it will keep excitement going about mathematics and math contests all through students' school life.

ISOMA is looking forward to a great school year. There was a math social at the end of September where math teachers could informally meet and discuss best practices within their schools. We hope to host another social in the new year.
We are looking forward to our annual conference to be held January 16th, 2014 at St. Clement's School. Krista Festarini and her colleagues are currently in the planning stages of the conference. The evening will run from 4:30 pm to 7:30 pm and will include dinner and 3 sessions along with time to discuss current best practices with fellow math teachers. We look forward to revealing more details by the beginning of November.

MAC2 has had success this year by hosting a fall mini-conference in October. It was entitled Bringing Math to Life and included a plenary session, Laughs and Math by Don Fraser. We invited both parents and educators to attend. We also offered professional development workshops to our members. These workshops have had good attendance and were lovely evenings of learning and growth. The first evening was entitled Mega Math Mystery and was held in November and involved using QR technology. Members solved the mystery by following cues visible only by using QR technology. The second evening was held in April entitled Math Connections and allowed the members to effectively apply their mathematical skills. MAC2 held its local Math Olympics at both of the local school boards. The top two teams from both boards were brought together for a day of fun filled Math activities that were enjoyed by both the students and the coaches alike. MAC2 will be participating in offering an evening of learning through the CHAMPS e- conference. We are eagerly looking forward to hosting OMO 2014 at Lakehead University, Orillia campus May 30-31. The planning is already underway to ensure that both the students and coaches will have a memorable experience.

On Thursday, October 10, **NOMA** joined the province in the Damian Cooper e-Vent that was broadcast from Humber College. As a large chapter geographically, NOMA was able to host three venues around the north in receiving the feed from Humber. Between Sudbury, North Bay and Timmins there were over 60 participants! NOMA is firmly committed to providing low cost and free professional learning when possible, so the 'price of admission" at each location was a donation for the local food bank.
The rooms were full of educators who were engaged in the message brought by the speaker, and who participated enthusiastically in the periodic breaks for discussion. Everyone actively employed the slide handout to make notes and to reference certain points as discussion progressed. There were many expressions of thanks to NOMA for hosting the broadcast, and we even welcomed a new member! NOMA's OMO committee has representation from North Bay, Timmins and Sudbury and has had an initial meeting to consider hosting simultaneous OMO playdowns in the three locations. While this may create some logistical challenges for the organizers, it will be well worth the effort to engage students from across the large geographic region encompassed by NOMA!

NWOAME is a littler later than usual getting back into the swing of regular meetings this fall. Our first 2013/14 executive meeting is scheduled for Monday, October 21 – the week following our Toronto OAME Board meetings. As such, I have no specific plans to report on at his time. I can say, however, that our focus will continue to be on building and sustaining NWOAME membership. We are brainstorming cost effective ways of hosting interesting speakers, as our after school / evening math nights have proven to be popular among members. We will continue with attempts to partner with local school boards, as well as the college and university, and will again be hosting local Pi-Day activities and our Regional Math Olympics. NWOAME is looking forward to a busy, exciting year.

This year **PRMA** is holding "Sugar and Share" Sessions. These sessions provide teachers an opportunity to share concepts, lessons and resources that they use in their classroom. Teachers are asked to bring an item or two that they use in an electronic form and a USB drive. Teachers will share their ideas on a smart board and all resources shared can be saved to the attendees USB. And the "Sugar" portion is the idea that there will be treats served! We will have two "Sugar and Share" sessions, one in the east on October 22nd and one in the west on October 9th).

SWOAME held a successful summer workshop for teachers. The workshop consisted of information regarding the use of technology and math as well as breakout sessions for each division. We are planning monthly math get togethers for local teachers staring in November.

WOMA facilitated the showing of CHAMP's e-Vent this October. Through the efforts of a WOMA member at the Thames Valley Board Office, participants viewed the presentation there. There are also plans to host a fall mini-conference in late November or early December.

Other Reports

- **NCTM** currently has 2 large scale initiatives going on in the United States. They have issued a Principles and Standards for School Mathematics which outlines the essential components of a high level mathematics program and the STEM (science, technology, engineering and mathematics) project. Membership in NCTM provides full access to these programs and provides notes and classroom activities to give examples of how they can be implemented in your classroom. NCTM Smart Briefs and Illuminations also give examples of how these are currently being implemented and how they can be implemented in your classroom.

In my column for the next Gazette, I mentioned a headline that appeared in the Globe and Mail last September which said "Math Skills Decline in Ontario Elementary Schools". The reason it said, was that more emphasis was being placed on real-world concepts and applications than on memorization of number facts. This contradicts the philosophy generated by the two initiatives cited earlier and I believe can be detrimental to the learning and understanding the curriculum. But I don't believe the two positions need to be mutually exclusive**.**

- **Ontario Mathematics Gazette**

Again, many thanks to the regular contributors and authors of the special features, original articles, book reviews and letters to the editors. All pieces are fresh and innovative. Work on the Ontario Mathematics Gazette Volume 52 issue 1, the September 2013 issue proceeded very well. Work on the Volume 52 issue 2, the December issue is well under way with the goal to get this issue to readers by the beginning of the holiday season. The reviewers and associate editors continue to do a prompt and thorough job. A special thank you to Jelena Loncar an OAME member who has offered to assist me on some tasks of journal editing. Thank you Lynda for getting Jelena in touch with me. Her help came in very handy this year because unlike last year I am receiving assistance from a Western Graduate student on editorial duties of the journal.

While everything is terrific with respect to regular columns and articles, let me take this opportunity to encourage the Gazette readership to continue the engagement by contributing some shorter pieces, such as book reviews, letters to the editor and their responses, and reactions to articles published in past issues.
Report Respectfully Submitted by,
Immaculate K. Namukasa, Editor

➢ OAME 2013: THINK BIG FINAL REPORT

In February of 2011, as we were planning OMO 2011, TEAMS was asked to host OAME 2013. Fools that we are, we (Anthony Meli and Wayne Erdman) proposed to the chapter that we accept the request and offer to host the conference. Although it resulted in significant tension with one member of the executive, the TEAMS directors voted almost unanimously to host the 2013 conference. In hindsight, it was an excellent idea, as the chapter had jelled during the organization of OMO 2011, and it continued through to the conference.



As co-chairs, we asked people what roles they would like to take on the committee, and assigned people to chairs of committees after considering their requests and strengths. As a result, every committee had strong leadership and contributed to the project without regular cajoling. Meetings were well attended and were very productive, as we provided at least 1 hour of face time for the committees at each meeting. Initially, meetings were bi-monthly and became monthly in the final year. Starting in February, 2013, meetings were semi-monthly. Communication with committee chairs and was primarily by email, with Anthony and Wayne talking by telephone on a weekly basis. Wayne became known as the email master, as frequent updates were sent out to keep people informed. Rather than use the official OAME timelines, Wayne developed 3-month timelines that were customized to the specific goals of each committee. These helped the committees focus their energy to the medium-term tasks. Meanwhile, both Anthony and Wayne were members of select committees to help with their planning and to support decision making. For example, Anthony took an active role on the Promotions committee, as the marketing plan was being developed and thousands of dollars were being spent.

One of the first jobs was to find a site that could hold 1300 or more delegates, including that many for a keynote speaker. Ideally, we would have liked to have been downtown Toronto, but none of Ryerson University, the University of Toronto and George Brown College has sufficient parking. Exhibition Place and the Metro Convention Centre could have handled the conference, but the cost would have been prohibitive. Local hotels do not have enough breakout rooms, so they were crossed off the list. York University was not considered because of the significant challenges we faced in 2005. To the rescue – Seneca College, Newnham Campus. They provided competitive rates and appropriate space, all in one building, so that registration, exhibitors, workshops and lunch were within 2 minutes of each other. We jumped at the chance and have no second thoughts. Initially, however, we had trouble getting their administration to move forward on the agreement. Each department had to sign off, and that took 4 months to complete. Compounding our problems, we went through 5 representatives until it was taken over by the President's office, and we were assigned a dedicated representative in November, 2012. At this point, everything moved forward quickly and all of our concerns and queries were dealt with in 24 hours. As a result, we were very well prepared on the facilities and catering end.



Our next job was to identify and recruit keynote and featured speakers. We decided that readily recognizable names were important, in order to market the conference in the `big city`. Initially, we recruited Stephen Lewis, Bob McDonald and Roberta Bondar. Unfortunately, Ms. Bondar would not commit until September, 2012, so we decided to go with someone else, namely Annie

Kidder. We were very happy with our keynote selections and, as it turned out, so were the delegates. We also recruited 8 featured speakers – Marian Small, Tess Miller, Ron Lancaster, Daniel Ansari, Jason Brown, Cathy Bruce, Ruth Beatty and Dan Meyer. They represented a good cross section of topics and touched all grade levels. The featured speakers were scheduled at the same time as the other breakout sessions.

We made early arrangements for accommodations. Seneca College Residence offered a very good deal on rooms, at $75 per night. We booked space at the Westin Prince, Holiday Inn Markham and Don Valley hotel. We were perhaps too hasty in accepting their terms for early cutoff (mid-March) of a guaranteed number of rooms. Registration didn't pick up until April, after the cutoff dates for the hotels. Luckily, all hotels honoured their pricing past the cutoff dates.



Session proposals opened in early May, 2012, with a deadline of October 31. As happens every year, the deadline was extended to November 30. The proposals were compiled and an all-day meeting was held during the Christmas holidays to build the schedule. We scheduled about 35 workshops per time slot. Because of the great registration numbers, we could have scheduled 40 per time slot. Special strands were also featured. These were T^3, GAINS and NCTM Learn & Reflect.

We decided to have pre-registration available to potential delegates, beginning in September, 2012, in order to take advantage of PD funds early in the school year. About 20 people pre-registered by mail, paying the full fee by cheque. MCIS was populated by mid-January and was easily ready to go before the scheduled opening date. MCIS went live on January 31 for pre-registrants, and on February 1 for all others. One challenge was the introduction of membership being included with registration for all paid members. Greg Clarke, Lynda Ferneyhough and Wayne brainstormed a few ideas and MCIS was updated in time for its opening. There were a number of other changes made to MCIS, which are discussed in the MCIS report.

We had great support from the Toronto Catholic District School Board. They agreed to sponsor 290 teachers for 2-day registrations, and negotiated a 2-year school membership in return. The Toronto District School Board did not provide centralized support, citing their funding model does not allow the higher-ups to dictate to superintendents how to spend money. They did support 55 departments heads by paying for their supply teachers. Other boards, however, provided significant support for their teachers, namely Upper Grand DSB, Kawartha Pineridge DSB, Algoma DSB, Dufferin-Peel Catholic DSB, Catholic District School Board of Eastern Ontario, Superior North DSB, Lakehead DSB and Simcoe County DSB. Over 400 teachers received centralized support from their respective school boards. Numerous problems arose with people who forgot to enter their special code and did not initially receive their automatic discount on MCIS. Regular communication occurred between Wayne and the local board reps to identify the teachers who should be on the lists.

Finally to the conference. OAME 2013: Think BIG took place on May 2 – 4, 2013, with a pre-session for OMCA members on May 1. The conference was hosted by the TEAMS chapter of OAME and was held at Seneca College, Newnham Campus, in Toronto. Because of the great planning committee, everything ran very smoothly. Even when 1000 people all showed up at the same time on Thursday morning to register, nobody panicked, and most were registered before the keynote address. Those who weren't were asked to return after the address. We had built in a ½ hour break after the keynote with this in mind. Great planning!!! Everything ran smoothly at the conference because of the excellent preparation by our committees.
Now, on to our committee reports…

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COMMITTEE REPORTS

Committee:	**Chairs & Members:**
Exhibitors and Sponsors	Sheena Paul, Monica Rohel

Summary of Responsibilities:

- Create a letter for potential exhibitors/sponsors with all of the sponsorship opportunities (sponsorship of Wine and Cheese, delegate bags, etc.) and contact information.
- Procuring sponsorship (sending out mails to different organizations, institutions & exhibitors, including non-exhibitor sponsors like TD Bank, Goodlife Fitness, etc.).
- Email the letter to all potential exhibitors and follow up as needed.
- Maintain records of all of the agreements with exhibitors and sponsors.
- Respond to exhibitors' inquiries and assign exhibit space on a first-come, first-served basis according to their preferences of location and needs (e.g., electrical).
- Collect payments for exhibitors' tables and sponsorship; use an Excel spreadsheet to track payments per exhibitor.
- Arrange for free space for OAME, NCTM, next year's conference tables.
- Send a letter via email with all of the set-up, exhibit, and dismantling details to all of the exhibitors (e.g., times for set-up and dismantling, shipping instructions, parking details, etc.).
- Make arrangements for the set-up and the dismantling of the exhibitors tables at the venue.
- Make arrangements with the venue to move skids.
- Make arrangements with the venue for shipping and receiving.
- Make arrangements with the venue to store packing cases during the conference.
- Make arrangements with the venue for parking for the exhibitors.
- Liaise with the hospitality committee regarding the "Wine and Cheese" event in the exhibitors' area and the lunches for the exhibitors.
- Request teacher candidate volunteers and high school volunteers from the Volunteers Committee and provide job descriptions.
- Request signage from Facilities Committee.
- Collect logos from each of the exhibitors and sponsors and share with the Facilities committee to create thank-you posters.
- Numbering the tables on the layout.
- Procuring sponsorship (sending out mails to different organizations, institutions & exhibitors).
- Requesting bag inserts from exhibitors and sponsors for the delegates' bags.
- Drafting & sending Exhibitors Guidelines for the smooth operation on the conference dates.
- Making exhibitors' passports and printing the passports.
- Labelling the exhibitors' tables on the set-up day with the table number and company name.
- Receiving, directing and assisting the exhibitors on the set-up day.
- Assigning responsibilities to the teacher candidates as well as high school student volunteers.
- Checking with the exhibitors for any questions and feedback.
- Ensuring that the exhibitors are served lunch.
- Helping with dismantling.

What worked well:

- Excellent guidance and support from Wayne and Anthony, our conference co-chairs.
- Awesome collaboration between the two exhibitors' co-chairs (Sheena and Monica).
- Respecting the busy work schedule of each other (exhibitors' co-chairs and supporting each other through the process).* Dividing responsibilities.
- Superb feedback from the exhibitors: "This is the first conference ever where so many people

came around to check how we are doing."

- Each exhibitor co-chair managed one of the floors of the conference and attended to the needs of the exhibitors on their floor, with the assistance of at least two teacher candidate volunteers.
- The exhibitors really appreciated the support of the teacher candidate volunteers in unloading their vehicles, bringing materials back to their vehicles at the end of the conference, having lunch delivered, etc.
- Phenomenal support from the Seneca representatives (the event planner and the college liaison) especially with regards to delivering the exhibitors' materials to the table locations and shipping being picked up on the Monday after the conference.
- Received positive feedback regarding the Wine and Cheese in the exhibitors' area. There were a lot of people who stayed for the Wine and Cheese because it was in a central location and readily accessible following the last workshop of the day. The exhibitors' commented on the beauty of the live music. Some of the exhibitors on the 3rd floor felt removed from where all of the people were located and would have preferred to have been on the main floor.
- Happy to book some smaller businesses such as "Mabel's Fables" and "Centsible Students" and would have liked to book some more small businesses such as "The Source".

Challenges:

- A few unsatisfied exhibitors due to their location (e.g., 3rd floor hallway to GAINS room).
- Waiting for exhibitors to confirm a table booking even 5 days before the conference which delayed the printing of exhibitors' passports (passports were created to create more traffic in the exhibitors' areas).
- A number of exhibitors requested extension cords and electrical outlets on the set-up day but hadn't requested these materials ahead of time (bring 10 extra extension cords with you for the exhibitors, as well as duct tape to secure the extension cords safely to the ground).
- Time consuming printing of the exhibitors' passports due to the slow printer, ink catridge problems and unavoidable other printing interruptions. Try to get the printing of the passports done ahead of time, not the day before the conference.
- We didn't think of providing lunch for the teacher candidate volunteers on the set-up day which resulted in their burnout as they had to run around a great deal. Bring snacks and lunches for the set-up day, as it may go longer than expected.
- Some of the exhibitors wanted their materials delivered early and others wanted to keep their materials at Seneca College until the Monday or Tuesday after the conference. These special arrangements need to be made with the college liaison and event planner.
- Some of the exhibitors on the 3rd floor felt removed from where all of the people were located and would have preferred to have been on the main floor.
- We tried to book some non-traditional exhibitors and sponsors, however, it was a challenge (e.g., "Right to Play", "Goodlife", etc.).
- We tried to book some smaller businesses but it was also a challenge due to the cost of the tables (e.g., The Source, Wooden Puzzles created by Chris Dilly, Oware, etc.).

Recommendations for OAME 2014 Committee:

- Accept exhibitors only until two weeks prior to the conference date which will enable the committee to finalize labelling and exhibitors' passports.
- Analyze potential traffic flow with regards to the placement of the exhibitors' tables and try to allow for an equal distribution of delegates when selecting locations.
- Arrange lunch for teacher candidate volunteers for the set-up day (day prior to the conference).
- Have volunteer t-shirts available to the volunteers who are helping the exhibitors with the set-up the day before the conference.
- Have a lunch plan in place for the assembly of the lunches for the exhibitors ahead of time (e.g., create a template with the lunch choices in advance so that volunteers can assemble and deliver the lunches to the exhibitors quickly, which allows the exhibitors to stay at their tables during the lunch periods). *** Also see "What Worked Well."

Other Comments:

It was an absolute pleasure collaborating with the whole team in preparation for OAME 2013. Even though we were exhausted by Saturday, the sense of accomplishment was immense. We would like to congratulate Wayne and Anthony for their leadership skills to empower the team. All members of the different committees conducted themselves very professionally. OAME 2013 definitely was a memorable experience. We're looking forward to OAME 2014!

Committee: Facilities & Equipment	**Co-chairs: Rob Donato, Mary Cole** **Members: Tatiana Allakhverdova, Wayne Erdman, Daniel Lee, Margaret Quinn, Greg Szczachor, Earl Totten, Peter Wei**

Summary of Responsibilities:

Ahead of the conference

- order banners to be used to advertise the conference one year ahead of time at the OAME conference
- Tour conference location and become familiar with layout of building and location of classrooms, rooms for keynote and featured speaker sessions, exhibitor and registration spaces and other facilities including washrooms, cafeteria, elevators, stairs, entrances, gathering places, etc.
- Co-plan with location staff re: preparation of rooms (e.g., gym) for keynote sessions
- Request maps of interior and outside spaces and share with other committees
- Tour location and gather information about each classroom re: number and type of tables and chairs, AV and other technical equipment (e.g., podium with computer and projector)
- Liaise with program comm. for information re: AV, technical and supply needs of the presenters
- Arrange for delivery of interactive whiteboards and other technical equipment not already onsite (e.g., musical equipment)
- Gather extension cords, power bars and projectors to have on hand
- Purchase chart paper, markers and whiteboard markers, painters' tape
- Liaise with committees to determine signage needs

Create charts to track:

- workshops in each room & include available & needed AV equipment, types of seating & tables
- number and location of interactive whiteboards and overhead projectors
- extension cords, power boards and data projectors
- chart paper, markers and whiteboard markers

Signage: order and/or make and post

- outdoor signage to direct delegates to parking and the building entrance
- indoor signs directing delegates to classrooms, speaker locations, cafeteria, residence
- signs by classroom doors listing times, speakers and workshop topics
- signage for other committees to advertise locations and conference events including wine and cheese, registration desk, past presidents' lunch, OAME general meeting and banquet
- signage to recognize sponsors (e.g., coffee stations)
- a large poster to recognize all contributing sponsors
- signs to advertise the keynote and featured speakers
- print 1000 copies of the parking pass

Student Volunteers

- Liaise with volunteer committee re: need for volunteers and their roles
- Write job descriptions for facilities volunteers – focus on supporting presenters, guiding delegates to and from locations in the building (e.g., keynote sessions in the gym)
- Attend a training session on use of the AV equipment and tour of the building along with volunteer committee and student volunteers

During the conference

- Liaise with volunteer committee and student volunteers
- Support student volunteers with: assisting presenters as they prepare for workshops and with directing delegates to locations within the building

- Provide and deliver needed supplies to classrooms
- Troubleshoot technical issues
- Liaise with IT department at the venue
- Change rooms for presenters as needed (e.g., presenter requests a lab instead of a classroom) Liaise with Registration staff re: cancellations and/or changes to workshops and room locations
- Move equipment (e.g., interactive whiteboards, projectors)
- Remove all signs at the end of the conference

What worked well:

The facilities team did a wonderful job of working together!

- Organization and movement of the interactive whiteboards
- Signage for rooms, and directional signs, indoors and out
- Student volunteers did a great job – positive, helpful, cooperative students
- Team did a lot of trouble shooting, especially technical support and deploying chart paper and markers to classrooms
- Problems were resolved in a timely manner – the technical support at Seneca was very good at supporting us and answering questions

Challenges:

- Full facilities team was formed late which made sharing of responsibilities ahead of time difficult
- Needed more directional signs outside and in the south end of Building A
- Not knowing individual user IDs and passwords (for the presenters) ahead of time caused some stress and anxiety on the first day of the conference
- Too few students attended the AV training session and did not get enough hands on time with the equipment ahead of the conference
- We lost track of power bars and extension cords as exhibitors borrowed these materials without informing us (most of the equipment was returned)
- A few presenters did not provide clear information ahead of the conference about needing a lab or certain type of classroom, overhead projector, and supplies such as chart paper and markers. We had to make some last minute changes to room locations and Margaret had to purchase additional chart paper and markers. We also had to bring in additional power bars and extension cords. Presenters using Macs should be asked to bring their own Mac adaptors.
- Some materials went missing from the organizers' room as it was open much of the time as we only had 1 key

Recommendations for OAME 2013 Committee:

- Have someone in the organizers' room at all times to keep materials secure or provide more keys to the organizers
- Divide facilities into 2 sub-committees when planning for the conference: one committee to oversee rooms and equipment and one committee to work on signage (this happened as we went along)
- Divide the making of signage into jobs done by 2 people: room and directional signage
- Make print on signs larger, especially the outdoor signs
- More power bars and extension cords
- Meet well ahead of the conference to coordinate who will do what and when so that members can attend workshops if they choose to
- More hands on training for the student volunteers
- More students needed on Saturday morning
- Clearer information from other committees re: signage needed, also chart paper, extension cords, power bars, markers
- Print out a spreadsheet that lists each day's workshop sorted by: day, workshop number, room number, workshop name and presenter
- Make another room available to store non-organizer materials such as exhibitor materials (e.g., T-I equipment, materials from Scholastic)
- Pre-arrange user IDs and passwords for presenters and hand these to presenters upon arrival

Other Comments:

- Being on the Facilities committee was a wonderful, challenging and fun experience made all the better because of the people involved.

Committee: Finance	**Chair: Olive Creary-Satchell** **Members: Wayne Erdman, Anthony Meli**

Summary of Responsibilities:

- Collect payments for exhibitors and registrants
- Prepare and make deposits
- Liaise with Registration Committee to discuss payment from School Boards for a Large number of delegates and a refund policy
- Use Excel template tracker to monitor spending for committees
- Maintain detailed record of revenue and expenditure
- Give regular updates to co-chairs

What worked well:

- Inclusive Leadership
- On-going and clear communication with and between committees
- Regular meetings
- Collaboration with co-chairs
- Weekly credit card payment updates
- Availability of co-chairs to co-sign cheques
- Attachment of receipts and invoices for payment

Challenges:

Finding time for several deposit runs.

Recommendations for OAME 2013 Committee:

Continue the things that worked well and ensure that receipts are handed over in a timely fashion.

Other Comments:

- Average fee per paid delegate was $292.
- OAME 2013 was a learning experience and one that I would be happy to repeat if we are doing it together - Way to Go TEAMS !
- Financial report is in a separate file.

Committee: Hospitality	**Chairs: Rose Salerno, Geri Puritch, Adrian Pope,** **Members: Raffaela Gallo, Santina Fantetti, Priscilla Bengo, Najwa Chalabi, Marie Mikhail, Peter Saarimaki**

Summary of Responsibilities:

- plan the lunches, coffee breaks, wine and cheese, and banquet
- buy water and snacks for the speakers lounge, committee room and volunteer room
- organize excursions for the participants (order buses)
- hospitality booth (schedule of events and sessions, maps of room location)

What worked well:

- speakers lounge was a good idea; it needs to be kept secure; a big room is a good idea
- hospitality table was appreciated, busy the whole conference, need to know everything that is going on at the conference, need to have names and numbers of all committee members and IT and facility people from the location
- the banquet was good because there was lots of room, good food, good venue, great entertainment, the staff was very accommodating
- coffee was available early in the morning (7:00), much appreciated by participants
- having water available in large containers was a good idea, avoid having lots of water bottles
- fresh fruit for lunch was a good idea, people appreciate it

- having lunches available in boxes allowed participants to eat lunch while attending sessions during the lunch time
- having a hospitality committee member in charge of one of the responsibilities worked well

Challenges:

- Wednesday night games – a lot of effort was put into organizing it and only 11 people came
- The banquet is scheduled on Friday night which maybe is not such a good idea because people leave, not a lot of people stay for Saturday
- Need to have the hospitality manned by committee members at all times, lots of questions about cancellations of sessions and wanting to change sessions,

Recommendations for OAME 2013 Committee:

- people felt that they can come to the hospitality table for all kind of information; the hospitality people need to be well informed of every single committee
- the hospitality people need a list with all the rooms and which sessions happen and where
- hospitality table needs to know when sessions have been cancelled and rooms have been changed
- it is important to advertise for the banquet to attract more people to go
- set up earlier for the Wine and Cheese, a half an hour before the last session ends
- **at the hospitality table**: have taxi phone numbers, a map of where the rooms are to hand out to every participant, copies of parking passes
- it needs to be clear on the registration the special needs in terms of food because the supply is limited for special food
- lunches were great but check tickets on both days
- make sure that there is lunch available until the end

Other Comments:

- Accommodations by the numbers: 120 in residence, 225 in hotels
- Lots of work but it's all worth it!!!!!

Sub-Committee: (of Hospitality Cttee)	**Chairs & Members:**
Past Presidents Luncheon	**Peter Saarimaki**

Summary of Responsibilities:

- Select & book location for lunch for about 25 people for the Thursday lunch time.
- Book caterer, depending on site, & select light buffet lunch, although desserts can be decadent!
- Provide list of PPs to Program cttee to try to avoid booking their sessions at same time as lunch.
- Book a longer time than just "lunch" – e.g. 11:30 – 1:30 or 2:00.
- Arrange for wine, either thru personal purchase or LCBO licence.
- Email invitations and directions (email list and samples available) about 1.5 to 1 month ahead (remember to include current President, who is soon to become a PP)
- Email reminder invite to non-responders about 10 days before.
- Tally numbers and confirm with caterer by their deadline.

What worked well:

- Lovely location – away from crowds but short walk from conference, airy, spacious, quiet
- Lovely food, excellent catering staff
- Long lunch time – some arrived 11:30 and some still talking at 2:00

Challenges:

- Getting responses from some PPs (last was 2 days after numbers submitted – but I guessed right)
- Making sure the weather was just right!

Recommendations for OAME 2013 Committee:

- Ensure this is a sub-ctte of Hospitality – preferably run by a PP of the host chapter (if one is not available or willing, contact Peter Saarimaki)

- Ensure budget is included (about $600 - $800) under Hospitality Cttee.
- Personally visit location, at least once.
- Talk personally to catering staff about set-up, little details they suggest, etc.
- Be prepared to have last minute additions (and subtractions)

Other Comments:

- We had 19, and 5 more who wanted to come but had family/medical obligations.
- Past attendance recently has been about 10 – 15, so this was a good year (GTA? Free lunch?).
- Only 4 responded with a wine preference (2 red & 2 white), but white definitely more popular.
- A total of 8 bottles (4W + 4R) were used/enjoyed – would suggest 5W + 4R for same number.

Committee:	**Chairs & Members:**
Pre-Session &	Kathy Kubota-Zarivnij
Student Work Display	Pat Margerm

Summary of Responsibilities:

Conference Pre-Session

- identify site and organize logistics (e.g., facilities (room, seating), refreshments and lunch, parking)
- prepare teachers for engagement in public research lesson (focus of the conference pre-session) - co-teaching, public confidence
- develop lesson for public research lesson with teachers
- include Conference Pre-Session in OAME conference booklet
- collaborate with OMCA for communication of Conference pre-Session
- liaison with OMCA for coordinating OMCA meeting after conference pre-session

Student Work Display

- determine focus and manners of organization and presentation for student work display
- gather range of student work from across grades 2, 5, and 9 for the student display
- determine appropriate space (high traffic for participant interaction) for student work display

What worked well:

Conference Pre-Session

- site facilities, logistical organization, teacher preparation and participation in public research lesson; OMCA participation

Student Work Display

- gathering of student work samples for the focus of the display

Challenges:

- sufficient parking for OAME preconference participants
- little time for public research post discussion – this is the purpose of the public research lesson
- advertisement in OAME conference booklet not prominent – only OMCA members participated, rather than including OAME conference participants who arrive early for the conference
- communication of space and materials allocated for student work display

Recommendations for OAME 2013 Committee:

- continue with Conference Pre-Session
- clearly advertise Conference pre-session to ALL OAME conference registrants
- allocate student work display area and materials explicitly
- OMCA should avoid creating an additional agenda after the public research lesson – should be allocated sufficient time for post-lesson discussion

Other Comments:

- willing to have a public research lesson from TCDSB school for conference pre-session 2014

Committee:	**Chairs:** Jane Silva, Michele Goveia
PROGRAM & SPEAKERS	**Members:** Wayne Erdman, Anthony Meli

Summary of Responsibilities:

- Make and distribute invitations to present at the conference
- Come up with conference theme and strands for workshops
- Read workshop submissions and approve or reject them
- Invite featured speakers to present
- Receive and answer emails from potential and accepted presenters
- Create the mini program to be distributed to all schools in the province
- Create large program to be posted on the conference site
- Create the one page information sheet to be posted online
- Scheduling all the workshops (1 day)
- Registered all presenters at the conference
- This committee had to liaise with all other committees (e.g., hospitality, facilities, volunteers,...)

What worked well:

- Small and mighty team who worked well together
- Specialization in roles – communication with presenters, creating hard copy of program/invitations/info sheet
- Scheduling all the sessions in one day – one big, long session helps to provide an overview of the sessions, equipment needed, presenter availability, balance of grade bands
- Having Wayne oversee the planning of the conference...keeping us on track

Challenges:

- Presenters, e.g., creating new MCIS accounts, changing co-presenters and not informing TEAMS
- This job is time consuming...it was the never ending job! ☺ be prepared!
- Ensuring a balance of presenters across the grade bands and topics (especially primary)
- MCIS in general
- It will be a challenge to attend any sessions – plan ahead if you wish to attend sessions

Recommendations for OAME 2013 Committee:

- Don't assume anything, e.g. presenters are not covered for mileage, presenters do not get OT coverage, last minute cancellations...
- At proposal stage send out messages that provide all information like "if you need to cancel", " if a co-presenter changes, use your present MCIS account or if you don't have one create one, --- have an FAQ about what being a presenter entails

Other Comments:

All the best! In the end it is SO WORTH IT!

Committee:	**Chairs:** Bart Vanslack, Mary Card, Wilma Simmons
Promotions	**Members:** Kay DiVizio, John Kearns, Ron Lancaster, Daniel Lee

Summary of Responsibilities:

- Promoting conference at other events (OAME 2012, OMCA, Chapter conferences, OAME Board meetings)
- Purchasing swag items (mainly for OAME 2012)
- Organize and run the promotions table at OAME 2012
- Arrange for design of posters
- Arrange for printing of posters, conference booklet and other promotional print items
- Arrange for advertising in various magazines (Gazette, etc)
- Order delegate bags and ID badges
- Order committee golf shirts
- Liaise with Volunteer committee, order volunteer t-shirts
- Liaise with Exhibitors committee to arrange for donations for delegate bags
- Organize preparation of delegate bags
- Contact various media – promotion of conference (ie local newspapers, School Board newsletters,

etc)
- Liaise with Seneca contact to have conference schedule and social events broadcast on video monitors during conference.
- Create contest for conference – on website (winner to receive free conference fee)

What worked well:
- Being well prepared – the timelines with precise tasks laid out.
- Using one supplier to handle all of the swag items – allowed for better deals and easy of communication and keeping track of all items ordered.

Challenges:
- Having enough members to complete all of the required tasks.
- Anticipating the quantity of items to order for swag and posters/calendars.

Recommendations for OAME 2014 Committee:

1. Information for submitting articles to the OAME Gazette:

http://www.oame.on.ca/main/index1.php?lang=en&code=pubsecond#Submissions

Deadlines are
- May 15* for the September issue (*contact Immaculate K. Namukasa at inamukas@uwo.ca)
- September 15 for the December issue
- December 15 for the March issue
- March 15 for the June issue

2. Media Contacts for a Press Release about OAME 2014:

TDSB – Communications@tdsb.on.ca
TCDSB – commdept@tcdsb.org
Toronto Star – city@thestar.ca
Globe and Mail – Newsroom@globeandmail.com
Toronto Sun – torsun.citydesk@sunmedia.ca
National Post – klibin@nationalpost.com
CityTV – http://www.citytv.com/toronto/contact-us/
CBC –http://www.cbc.ca/mediacentre/contact.html
CP24 – http://www.cp24.com/more/contact-us
SNAP North York –
http://www.snapnorthyork.com/index.php?option=com_sngevents&view=submit&Itemid=12&lang=en

3. Videos of the Key Note Speakers:

Have a professional videographer record the Videos of the Key Note Speakers.

Committee: Wi-Fi Passwords (Sub-committee of Promotions Committee)	**Members (Wi-Fi Team) in alphabetical order:** Alison Ryan, Wilma Simmons, Bart Vanslack

Summary of Responsibilities:
- To give out Wi-Fi passwords to each participant and presenter at the OAME 2013 Conference, by request of each individual

What worked well:
- writing the logins and passwords right on the back of their OAME nametags so they weren't misplaced
- writing them manually on the sheet of paper; computer took a while; easier to divide up the sheets so more than one person could give out passwords at a time
- going to the rooms where presenters needed their participants to have logins and passwords and giving them out the individuals just prior to the presentation

Challenges:

DAY 1:
- Being front and centre of the entrance before Registration meant that incoming participants and presenters lined up for wi-fi, either on purpose or by accident, prior to actually registering.
- By not registering first, there were no nametags to write logins and passwords on so we used

sticky notes which got lost or misplaced.

- People were annoyed having to line up for wi-fi and then registration.
- There was a rumour that the passwords would be obsolete by the end of each day and so a new one would be needed for the next 2 days, therefore people threw away their sticky notes.
- Presenters did not inform participants registered for their workshops that wi-fi or logins and passwords would be needed (were the presenters informed that there was no single login and password?).
- Presenters did not inform registration or committee of the necessity of wi-fi for their sessions so we could not go to their rooms to give them out. Eventually some presenters came to the wi-fi desk for this support.

DAY 2:

- Being away from registration was better but second location was hard to find – needed better signage.
- Many people lost, forgot logins and passwords already registered and wanted a new one. Hard to find their previous passwords because they weren't in computer and couldn't look it up by name – had to scan multiple pages.
- Far fewer people came for logins and passwords the second day – is that because they couldn't find the wi-fi desk?

DAY 3:

- Very few requests for logins and passwords on last day even though desk was in a more visible location.
- Many presenters still needed passwords for presentations.
- Having to give out passwords meant someone needed to attend the wi-fi desk at ALL TIMES. Busiest times were between 7:00 am and 9:00. Other busy times were between sessions. Very difficult for OAME team to go to any workshops because of the coverage needed at the wi-fi desk.

Recommendations for OAME 2013 Committee:

- ***IF Humber College, for security reasons, insists on individual logins and passwords for each individual at the conference:***
  - **Make sure the logins and passwords are given in enough time to have them printed ON THE CONFERENCE NAMETAGS.** It will be time consuming in the beginning but it will save time when the conference is actually happening so there will be more available people to help with Registration or other departments. The logins and passwords should be given at least 1 month in advance. Logins and passwords should be given by the college in an Excel spreadsheet for easy referencing, but if they don't, make sure they are put into Excel by the committee far in advance for printing.
  - Make sure presenters AND participants know that logins and passwords are individual and not one general login and password for everyone to promote the security requested by the college.
  - Make sure presenters let the committee know that they require their participants to have logins and passwords so that those people in charge of this can be in the rooms to give support (give out logins or help people login or connect).
- Did not end up needing the additional logins and passwords provided on Day 1 by Seneca. They provided 400 new ones when it first looked like they would be needed. (Why did they not just give one per registrant to begin with?)

Committee:	**Co-chairs:** Marc Husband & Sooky Crljen
REGISTRATION	**Members:** Santina Fantetti, Alvarine Aldridge

Summary of Responsibilities:

- Manage MCIS
- Email communication with interested delegates re general inquiries
- Coordinate payment methods (by cheque, credit card, including IATS)

- Design PDF for conference badges
- Organize alphabetical filing system to distribute presenter and delegate ID badges and conference bags
- Train volunteers to expedite delegates through registration lines
- Ongoing communication with OAME chair

What worked well: (no particular order)

Pre-conference

- minimizing the # of incomplete payments before 1st day of conference (reminder emails, cross-referencing on MCIS)
- divided duties among the co-chairs (eg., communication with other committee chairs vs communication with registrants)
- pre-determining from MCIS delegate summary lists, the alphabetical range (e.g., A-C, B-D) to evenly distribute the number of delegates to be processed (about 180 people in each filing box)
- adequate time after registration closed to trouble shoot and prepare delegate badges
- Early registration night before allowed a number of people to pre-register

During Conference

- adequate number of support people (volunteers) to process and direct delegates
- efficient communication and support from all OAME directors
- training designated volunteer on MCIS to locate and print new registrant or missing ID badges
- having extra badges and materials available
- Designating TCDSB badge-sharing area
- IATS system was good to process difficult payments (e.g., credit cards that delegate couldn't process by MCIS payment button)

Challenges: (no particular order)

Pre-conference

- following up with payments made by board-issued cheques with no delegate names specified
- printing badges was difficult and time-consuming due to thickness of paper (30 bond) and perforations; ended up creating PDFs and sending the job to printing shop to complete
- TCDSB discount program confirmed after MCIS registration opened, which resulted in coordinating discount refund for delegates who had registered before discount confirmation
- Separate registration box made for TCDSB teachers because teachers were registered by school name
- The high number of printing cartridges that had to be purchased multiple times (high cost) for all the OAME printing needs

During Conference

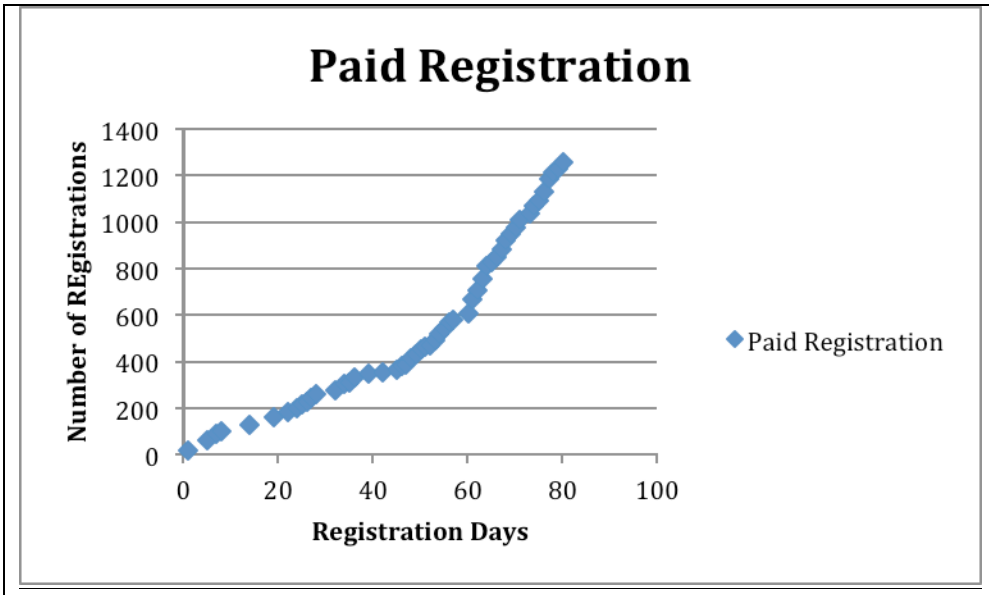
- opening day registration CRUSH! within short span of time 7:45-8:00 am on Thursday. The 'flow' was much more manageable on Friday.
- did not have access to Seneca log-in passwords for walk-in registration in advance of opening day
- missing 'Z' surname delegate ID badges due to MCIS range function (printing range function on MCIS) so we had to manually print up during conference registration periods (luckily not too many Z surnames**)**
- limited space for Hospitality and Registration, especially at peak times

Recommendations for OAME 2014 Committee:

- Plan an event/activity to encourage pre-registration to minimize CRUSH on opening day!
- Can we go paperless conference ID badges???

Other Comments:

Here is a graph of paid registration from Feb 1 (day 0) to April 21 (Day 80). Registration was initially solid, at 10-12 per day on weekdays and 6 – 8 on weekends. Registration picked up significantly after March Break, to 15 – 20 per day, then a steady 20 – 25 per day after Easter.



Committee: BADGE SHARING (Sub-Committee of Registration)	**Members: *Alison Ryan***

Summary of Responsibilities:

- **Ensure that any participants that were sharing the conference days with other colleagues (namely from the TCDSB) would have a place to drop off and pick up badges.**

What worked well:

- Having 3 boxes labeled in alphabetical order by last name of participant badge (A-I), (J-R), (S-Z) at a table near the exit supervised by volunteers at the end of the day gave participants a place to drop them off easily.
- Clear instructions on each box indicating that the entire badge (lanyard, namecards, logins/passwords) were to be put into box with slit at the top

Challenges:

- Badge sharing was an afterthought for Registration so we did not have anything set up initially.
- We did not have advertising of the drop off boxes until the end of the first day.
- It was difficult finding someone to supervise the boxes at drop off and pick-up and to take responsibility for the organization
- Pick up was difficult because although the badges were in some kind of alpha order, they were not organized more specifically within the boxes prior to pick up the next day (it was kind of "look in the boxes and see what you find").
- There was nothing in place to keep track of who was asking for a badge (anyone could have looked in the box and taken any badge that was in there).

Recommendations for OAME 2013 Committee:

- If badge sharing is going to be allowed, make attempts to have a special section of registration and one or two people to be responsible for drop off on Day 1 and Day 2 and pick up on the 2nd and 3rd days
- Ensure that someone is delegated that duty specifically for the duration of the conference to ensure organization and follow up of badge sharing
- Advertise the badge sharing earlier in the day so that anyone who needs to share will know where to go

Other Comments:

- Not a significant number of badges were dropped off in the scheme of 1200 participants so it shouldn't be difficult to organize and keep track of. Many of those people sharing badges made arrangements ahead of time to drop off the badge elsewhere.

- Although a small job, it needs to have someone take responsibility for it so that is more secure and organized.

Committee: Student Volunteers	**Chair:** Kathleen Wong, **Members:** Marie Mikhail, Vera Sarina

Summary of Responsibilities:

- Work with various committees to
  - Understand number of volunteers needed
  - Communicate locations where volunteers are needed
  - Confirm duration (time slots) when volunteers are needed
  - Obtain volunteer job descriptions
  - Recruit volunteers to meet needs
  - Ensure volunteers have refreshments, T-shirts, certificates, and other tokens of appreciation
- Recruit extra volunteers as floaters if possible
- Advise volunteers of training session(s) scheduled by Facilities committee
- Coordinate volunteers on-site

What worked well:

- Three committee members is a good number – one oversees everything, one takes charge of working with teacher candidates, the other takes charge of working with high school student volunteers. This also allows for backup should anyone of the three needs help and also one person can be in Volunteer Room to respond to any situations/questions while the other two can be to be out there assessing changing need and directing/re-directing volunteers.
- Recruiting more floaters for Day 1 was a good move.
- Seneca student was a big help, i.e. good idea to recruit someone who knows the venue.
- Give volunteers a Photo list with cell numbers of key committee members contact # to increase efficiency and effectiveness of meeting needs/satisfying requests.
- Individualized contact with teacher candidates and customized volunteer schedule proved helpful in securing commitment.
- Use plotter to print large schedule and post on wall made volunteers assignments/re-assignments clear and easy to follow.

Challenges:

- Volunteers Room is located in an area where there is no cell phone reception and hence made servicing others a challenge (others have to physically come by to make requests).
- Volunteers arriving late and got displaced by people who took the job up in their absence. This resulted in volunteers hanging around with no directions or simply left to do their own thing instead of returning to the Volunteer room to be reassigned or act as floaters.
- Volunteers re-directed elsewhere by somebody (not volunteer committee members or committee requested volunteers originally) and hence did not fulfill the tasks assigned originally.
- Different job description/instructions from members of the same committee requesting volunteers, thus resulting in a slight bit of confusion but it was quickly resolved.
- Volunteers spent quite a bit of time locating supplies as the instruction was to contact the committee member who has the key to the supplies room each time and cell phone has no reception.

Recommendations for OAME 2014 Committee:

- Minimum 3 members in Volunteer committee (as was done in our case)
- Recruit Math department head or somebody in decision-making position to take charge of recruiting and coordinating high school volunteers (as was done in our case)
- Considering having Walkie-Talkies
- Put supplies in Volunteers Room rather than Committee Room

Committee: Website & MCIS	**Chairs & Members: Wayne Erdman**

Summary of Responsibilities:

- Design and update conference Website
- Setup MCIS parameters – fees, admin privileges, rooms, themes, times
- Monitor session proposals
- Monitor sponsorship and exhibitors
- Populate the workshop schedule on MCIS
- Set up registration
- Monitor registration
- Train and advise program, exhibitors, finance & registration committees on MCIS
- Setup pdf files for ID cards

What worked well:

- The Website was well used for marketing the conference.
- Setup procedures for MCIS went smoothly, partially due to experience with mini-conference, but also because Greg Clarke and I worked to improve the bugs in the system and added a number of new features.
- It was very easy to monitor session proposals and registration. Any concerns were dealt with immediately by the appropriate committee.
- Adding the auto-include membership made for an easy transition to the new system of included membership for paying delegates.
- Adding a co-presenter feature to MCIS made it easier to identify those presenters who did not receive complimentary registration.
- Only 2 people updated MCIS, the Webmaster and one Registration chair. This ensured proper procedures were followed and all files were updated at the same time.
- Greg Clarke was extremely supportive.

Challenges:

- Downloading an XML file does not work, so had to copy and paste from html.
- Individual comments and requests from session proposals cannot be downloaded to the XML file, so these had to be individually read and manually entered into the spreadsheet. Ditto for the AV requirements "other" write-in field.
- The system is extremely slow and often timed out when downloading, particularly with Quickstats.
- Although Greg Clarke added a feature where MCIS automatically jumps to the receipt page, there were still a significant number of delegates who were marked as unpaid. This was overcome by checking each unpaid account, then refreshing after backing out.
- About 1% of credit card payments on MCIS registered with IATS but not on MCIS.
- Many people with Special Codes did not think to scroll down and enter them. Dozens of unnecessary emails were handled over this challenge.
- MCIS and oame2013.ca email forwarding not compatible with some board firewalls. As a result, some emails were missed.

Recommendations for OAME 2013 Committee:

- Set early deadlines for completion of stages of MCIS readiness (proposals, scheduling, registration, rooms)
- Schedule rooms in February, then re-assign as necessary, due to changes in AV requests.
- Consider having one central email for inquiries, to be forwarded to the appropriate committee. In the month leading up to the conference, emails can take up 3-4 hours per day.
- We used a central file for the program, AV and rooms. One person kept it up to date and sent it out as needed. This worked well, making sure there were no missed updates.

Other Comments (to Greg Clarke):

- In the Session Proposals, remove "Overhead Projector", change "LCD Projector" to "Data Projector" and add a "Smartboard" button. In the format section, change "Computer Workshop"

to “Computer Lab Workshop”.

- Full day workshops can be requested, but they need to be linkable all day when setting them up.
- In the Session Proposals, add an email address for co-presenter.
- In the dietary restrictions area, add a button for “none”.



What a TEAM!

OAME 2013 BUDGET

	April 10, 2012		Actual - September 30, 2013	
REVENUE				
Registration $280	$196,000.00		365614.37	
OAME Mambership Fees	$31,500.00			Included in Registration
Exhibitors	$38,500.00		$31,350.00	
Loan from OAME	$15,000.00		$15,000.00	
Loan from TEAMS	$6,000.00		$6,000.00	
Advertising	$3,000.00		$4,000.00	
Sponsorship	$10,000.00		$10,805.00	
Bank Interest	$25.00		$152.45	
Hospitality: Wine & Cheese	$3,750.00		$605.00	
Hospitality: Banquet	$7,500.00			Included in Registration
Other Hospitality Events	$3,000.00			Included in Registration
Sales			$345.00	
TOTAL	**$314,275.00**		**$433,871.82**	
EXPENSES				
Facilities Rental	$45,000.00		$119,637.00	
OAME Delegate Fee @$35	$24,500.00		$43,286.25	
OAME Membership Fees @$45	$31,500.00		$56,038.25	
Registration Costs	$2,000.00		$233.33	
Keynote Speakers	$27,500.00		$24,255.01	
Featured Speakers	$13,000.00		$13,000.00	
Gifts to Presenters	$13,125.00		$16,858.80	
Program Booklets	$5,000.00		$5,425.88	
Bank & Credit Card Charges	$4,000.00		$8,204.31	
Exhibits	$7,000.00		$7,178.54	
Volunteers	$2,000.00		$2,932.29	
Promotions	$25,000.00		$26,582.06	
Organizing Committee Expenses	$8,000.00		$10,432.17	
Website	$1,000.00		$652.80	
Office Costs	$1,000.00		$577.34	
Refreshments, Catering	$25,000.00			Included in facilities
Hospitality: Banquet	$12,500.00		$5,280.30	
Hospitality: Wine & Cheese	$3,000.00		$2,370.22	
Other Hospitality Events	$3,000.00		$720.00	
Pre-session	$1,000.00		$2,000.00	
Loan from OAME	$15,000.00		$15,000.00	
Loan from TEAMS	$6,000.00		$6,000.00	
Parking	$9,000.00		$7,931.40	
Supply Teachers			$4,539.58	
TOTAL	**$284,125.00**		**$379,135.53**	
Profit / Loss	**$30,150.00**		**$54,736.29**	
Chapter's Share of Profit	**$15,075.00**		**$27,368.15**	

➢ *OAME 2014 Report*

41st Annual Conference: May 8-10, 2014
Humber College (North Campus)
www.oame2014.ca

Facilities

- Humber College (North Campus)
- 35 classrooms booked, lecture theatre with 350 seats and gym that can hold 1650.
- Exhibitor space outside primary lecture theatre as well as in the student centre which is the location of lunch each day.
- WiFi available free each day.
- Parking included

Program

- Keynote speakers: Sugata Mitra, Jo Boaler, Mawi Asgedom
- Featured speakers: Ralph Benmergui, George Hart, Marian Small, Dan Meyer, George Couros, Brent Davis.
- Session proposals are being accepted. **The deadline for submissions is the end of October.** Currently 77 session proposals. NEED A LOT MORE!!! Please go to http://www.oame.on.ca/mcis/index.php to submit yours.
- We will have a scaled down program that will be available digitally (from the website).
- This year's organizing committee will also be pioneering an app that will serve as the conference guidebook for delegates. It is our hope that the app will provide up to date information on sessions, maps of the campus and information on local attractions.

Hospitality

- Banquet on Friday, May 9th at Chateau Le Jardin. Projecting cost to be $60.
- Past President's Lunch on Friday at 7th Semester on campus.
- Shopping trips on the Thursday as well as the wine and cheese (in exhibitor's area).
- Hotels: Holiday Inn, Quality Suites, Hilton and Humber College residence (2 bedroom suites).
- Wednesday night will host a pre-registration fun event with a speaker that will hopefully attract delegates to pick up registration packages early.
- Lunch packages have already been arranged that are included in registration.

Volunteers

- Student volunteers from two Peel schools will be involved.
- Possible participation from teacher candidates at OISE.

Exhibitors

- Tables are being sold at $650.
- Have about 20 exhibitors registered at this time.
- Still looking for sponsors for various opportunities.
- Need to address issue of session proposals from parties that are marketing a product/service.

Promotions

- Envelopes containing promotional materials were prepared for every school in the province over the summer. The organizing committee would be grateful to the OAME board if they would take these materials back to their boards for distribution.
- Promoting conference at CHAMP fall event, TEAMS, OMCA, OAME Leadership,
- Looking at messenger bag and badge holders – again sponsor would be good here.
- The student thinking project continues its work as the new school year has started. Teachers can find problems posted for various grade bands as well as samples of student solutions. There will be sessions presented at the conference that will follow up on the theme of student thinking. Check out the current problem and past problems at http://oame2014studentthinking.wikispaces.com/OAME+2014+Student+Thinking.

e-conference

- Preparations also continued on the CHAMP fall event which is intended to test the capability of facilities to provide a digital conference, a feature for the first time ever at OAME 2014. Damian Cooper will be providing the plenary session for participants that are attending live and online.
- Report from committee will be presented and feedback will be collected from participants.

Registration

OAME 2014	Conference Delegates			Retired OAME Members			Students		
CHAMPIONS 4 CHANGE	Early Bird Rate	Pre-Conference Rate	On-site Registration	Early Bird Rate	Pre-Conference Rate	On-site Registration	Early Bird Rate	Pre-Conference Rate	On-site Registration
Full Conference	295	325	345	240	270	290	185	225	250
Two Day Conference	235	275	315	200	240	270	150	185	200
Thursday Only	160	200	220	125	150	175	100	125	150
Friday Only	160	200	220	125	150	175	100	125	150
Saturday Only	105	145	185	85	120	140	75	95	110
eConference*	75	100	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Keynote Pass**	50	75	100	n/a	n/a	n/a	n/a	n/a	n/a

*The *e* **Conference** will take place on **Friday, May 9th** only. Delegates will have the opportunity to view a selection of sessions spanning the grades chosen by the organizing committee. The number of e conference registrations will be limited to 50.

** A **Keynote Pass** entitiles the holder to attend any or all of the keynote addresses. It does not grant the holder entrance to any featured/ignite/regular session. Keynote passess are transferable, but must be worn to gain access to the event. The total number of Keynote Passes issued will be less than 250.

Early Bird Rate: This rate applies to delegates who Pre-Register for the conference within the first 30 days. Registration is scheduled to open February 1.
Pre-Conference Rate: This rate applies to delegates who Pre-Register for the conference anytime after the early bird period, but prior to May 7th.
On-Site Registration: This rate applies to delegates who have not pre-registered.

For teachers applying for PD funds from their boards, we recommend that they use the ***pre-conference rate*** in their application.

- **FINANCIAL LITERACY WRITING PROJECT**

REPORT to OAME October 2013

In February 2013 OAME was given an opportunity by the Ministry of Education to continue its work in creating classroom ready mathematics lessons related to Financial Literacy. In 2011 lessons were developed for grades 7,8,9 and 10 as well as professional learning supports for these lessons. The 2013 project was focused on creating similar type lessons for grades 4,5,6, and 11,12. Lesson-study and SMART notebook files were an additional aspect of the 2013 project.
After receiving applications from the OAME membership 8 writers were selected plus an additional SMART board expert. A Lead was chosen for the elementary team and secondary team and we all met for 3 days during March break to begin the writing process. The enthusiasm, interest and talent were evident as teams brainstormed, shared ideas and expertise. The result was the essence of many lessons,

which were completed throughout the next several months. A new lesson template, format and writing style expectation required additional editing time and coaching. The writers were open to the new learning, resulting in a bundle of high-quality lessons for each grade and course, summarized in the chart below.

Lessons Developed

Grade/Course	Number of lessons created	SMART notebook file	Lesson study	Posted on OAME in June	Comments
Grade 4	4	x		x	Similarities in the junior lessons provides flexibility for differentiation and split grades
Grade 5	5	x	x	x	
Grade 6	4	x		x	
MBF3C Includes student "Finance Guidebook"	6	x	x	x	Lesson 6 can be used as a summative assessment
MEL3E	MBF3C Lessons and Guidebook can be used with minor modification to be consistent with MEL3E expectations				
MAP4C	6	x		x	Lesson 6 can be used as a summative assessment
MEL4E	6	x		x	Lesson 6 can be used as a summative assessment

Report and reflections from the Leads and other writers:

Generally all writers found the experience very meaningful and appreciated the learning experience.
A report from writers was provided during June's Board meeting; full report is available upon request.
The Financial Statement will follow.
You will note that there is a small sum remaining. Melissa Black and Jill Lazarus have requested funding, if possible, to present these materials at the OAME Annual Conference in May 2014. This remaining amount would be helpful in supporting this endeavor.
Thank you for this opportunity to support our students in Ontario in Financial Literacy.

- **CHAMP Fall Event October 10, 2013 E-conference Trial / Report for OAME:**

POSITIVES	CONCERNS
16 attendees (8 with groups)	About 50% of those who registered did not attend (did they attend in person?)
Most seemed satisfied with the audio/visual	5 of 16 participants did not do the equipment check ahead of time
Some were frustrated at the inability to see the power point	At least 1 person signed in more than once
No one requested tech support during the meeting	PPT was not the "final" one used by presenter
Sound system and Bandwidth	Video was not provided in advance
	Some attendees did not have good reception (either for audio or visual or both)
	Presenter was animated, spoke quickly and moved around a lot, which contributed to some audio

	concerns.
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➢ FIELDS INSTITUTE

At the September meeting, representatives from 4 Faculties of Education spoke on the opportunities and challenges of moving to a two-year consecutive program. The topic of the Forum meeting for October is Innovative Mathematics Teaching at Ontario Colleges. In November, presentations will be made on the topic of Computer Games and mathematics Education. Finally, Research Day is January 25 and proposals for presentations are being accepted.

The Fields MathEd Forum is also sponsoring a competition for youth on the topic of the Probabilistic Revolution. They are currently finalizing funding of the competition to create a creative interpretation of the answer to the question: **What would the world be like if the normal curve was not discovered?** This is supporting the anniversary of the Fields Institute as well as the International Year of Statistics 2013.

Nominations for the Margaret Sinclair Memorial Award are being accepted now. All applications must be submitted by December 1. Nominations are kept under consideration for two additional years after the initial submission.

➢ OTF SUBJECT ASSOCIATION & CURRICULUM FORUM NOTES

These notes include Tim's notes followed by notes that were generated by the organizers in conjunction with other audience contributors via a Google document developed for the purpose. (There were internet technical difficulties so it is unclear how many contributors there may have been.)

Subject Association Meeting – Friday Nov. 1, 2013

The notes taken by the collective process cover the content of the meeting with a few omissions. The given content is as accurate a portrayal as I could give so I will not repeat the work and defer to the supplied minutes that follow these notes.

The omissions are:

1. OMEA mentioned that music Monday that was popularized last year by Chris Hadfield's involvement will occur again this year. No details were given.
2. The health and safety presentation mentioned a contest (Ontario.ca/videocontest) which is open until March 28, 2014. Also mentioned that only Ontario and Denmark have embedded health and safety in their curricula. An example of an embedded activity was a grade four activity that involves weighing knapsacks.
3. The health and safety presentation included some staggering statistics. They claim that loss time injuries from 2000 to 2012, among 15-24 year olds have dropped 62%, and 15-19 year olds decreased by 70%. I made a request for a copy of the statistics component of the presentation to distribute as a useful resource that would allow us to use it in mathematics, but have not received them.
4. With respect to the consultation process, the presentation stopped with an artists rendering of student based ideas. The poster appears in the "Student Video Message" at time stamp 2:15 on their website. The reason for mentioning this was a comment made at the end of the session that the student feedback is all individual-centric.

OTF Curriculum Forum – Saturday Nov. 2, 2013

A retirement presentation was made to Lila Lilko which the OAME contributed toward.

Presentation about Copyright.

This changed in September but many details appear to be similar to standard practices known to teachers in the past. In particular "Access Copyright" has been superseded by "Fair Dealing". The presenters had excellent materials that are available at www.cmec.ca/copyrightinfo The video on the front page would make an excellent five minute PD contribution at any board, staff, or department meeting. There is also a booklet "Copyright Matters!" that can be downloaded from their website that is excellent.
It was useful to hear that copyright of material for educational purposes is healthy. The one key take-away was that internet postings should not be assumed to be above copyright. The advice given was that if the posted work states it is available, or implied (as in YouTube) then it is okay. However, if the authors have not clearly posted the work then it should be assumed it is not free of copyright implications (Example: Pizzazz binders have been posted on the internet, but not by the authors, so these would very likely constitute a violation of copyright.)

Learning for a Sustainable Future

A presentation was made that tasked the audience with discussing ways that cross-curricular approaches to curriculum could be made. This was explained initially as having a key theme, with the environment being explicitly mentioned several times. There was a mention of Fullan's six cee's, that PISA will have collaborative problem solving in 2015, and the iEarn organization of global programs that allow teachers to collaborate around the world.

After groups had had time for discussion there was a call for positive ideas from each group. There was evidence provided that some cross-curricular components are happening – notably in the group I was in, civics and careers were crossed with English for all sections in a school.

There was no critical appraisal of any ideas and it wasn't clear what the overall intention of the activity was. It seemed to be for gathering ideas to promote the idea of cross-curricular curriculum in the future, but this was not explicitly stated. Rather the explanation seemed to be vague with some mentions of it cross-curricular occurring in developing countries (?). I was not sure what the intended outcome of the session was.

The epilogue of this is that it is a UN initiative to promote curriculum change to address the large issues that individual countries are unable to address. This was determined from their website at http://www.lsf-lst.ca/en/projects/key-themes-in-sustainability-education/canadian-sustainability-curriculum-review-initiative/setting-the-context

OTF Curriculum Forum Meeting @ Ministry of Education
Collaborative Meeting Notes November 2013

Date: November 1, 2013 Location: Ministry of Education, Huron Room

- Agenda
- #OTFCF13 Tweets

Ministry of Education Update, Maureen Callan, Armand Gagné

- released a number of documents:
- Social Studies, History and Geography grades 1-8
- Social Sciences and Humanities grades 9-12
- New EDU revised, outward-facing calendar of events now available in each region (see Ministry of Education site). Use the Search function to find those events that are most significant to you.
    - White = booked
    - Blue = not yet finalized
- CAPB Newsletter/Update will be posted on the Curriculum page of eduGAINS.ca
- John Ryall - There will be a 2nd edition of *Growing Success* to incorporate matters connected to full-day/kindergarten learning in 2014
- Keep checking AER EduGAINS page to see new AER

OTF & Subject/Division Association Updates, Ian Pettigrew, OTF

- Thank you to the Ministry for wireless, etc.
- Subject/division association updates:
    - CAPE, Sandy Giles
        - Consultants'/Coordinators' Association of Primary Educators
        - http://www.eventbrite.com/org/963647643?s=3446439

        - concentrating on an online presence:
        - join for free!
        - Monday, Nov 4 - launching an e-newsletter (see the last hard copy
    - NEAO, Kevin Spence
        - The Native Education Association Ontario
        - http://www.neao.org/
        - Always interested in finding ways to infuse culturally proficient Aboriginal education into all curriculum areas and connect with other community members
        - Planning a traditional spring gathering to learn about First Nations Metis and Inuit culture and traditions - Elders, faith healers
        - Working on 3 newsletters (will include an Elders' column about protocols when working with Aboriginal communities)
        - Working on a year-long project jointly with Pearson Education. First module will be available in January, 2014
        - participated in the OISIE Indigenous Forum
        - regional development has OSSTF sponsorship
        - join our Facebook group
    - OFSHEEA, Linda McCulloch
        - This past summer assembled teams to curriculum map the SS&H document and now available through the OFSHEEA website
        - Hosted Toronto, London and Ottawa sessions to fill out the curriculum maps and to network
        - Other subject associations have asked to use the template for their curriculum-mapping
- OHASSTA-AESHO Jan Haskings-Winner
    - Have a revised/updated website, and merged with Francophone counterpart. Three bilingual reps on the executive
        - http://en.ohassta-aesho.org/
        - Summer writing project (30+ teachers) on developing resources to support teachers and students.
        - Emphasis in new documents - especially SSHG and CWS - include thinking concepts and inquiry models that have the potential to radically alter the pedagogical landscape
        - collaborating with OFSHEA, Archives of Ontario and OJEN
- OMEA, Gena Norbury
    - Ontario Music Educators' Association
    - http://www.omea.on.ca/
    - conference next weekend, "Momentum", connecting with the UK and Europe
    - offering a leadership retreat Sept. 19/20 for new teachers within their first 5 years of teaching. Will provide workshops for the participants and will pay their costs to attend

- OCA, Margaret-Anne Gillis
    - The Ontario Classical Association
    - Looking forward to release of their revised document in the spring
    - Have new, revised website, Twitter feed and FB page.
        - http://www.ontarioclassicalassociation.ca/
        - great experience participating in digs and bone examination
        - coordinating with Laurier University and Waterloo University professors
- OASPHE, Joanne Walsh
    - Ontario Association for the Support of Physical and Health Educators
    - http://www.oasphe.ca/home.php?a=welcome
    - concerns about outdated curriculum - their document still not out.

Creating Pathways to Success, Anne Sasman and Team

- updated Creating Pathways to Success document (2013) is available at http://goo.gl/EMwQRh
- "failure to launch" is the current phrase used for students not being successful in their career aspirations
- plan to help students develop resiliency in education career/life planning
- *"Creating Pathways to Success sets out the new career development policy for Ontario schools, which involves the implementation of a comprehensive Kindergarten to Grade 12 education and career/life planning program designed to help students achieve their personal goals and become competent, successful, and contributing members of society."*
- Rationale for release of this document at this time: Today's reality and transitions for youth are less predictable and more complex.
- Research shows that career-focused development programs have significant, positive outcomes for students (engagement, achievement of personal goals, independence and resilience and effective use of available resources). Research also shows that career development is most successful when it begins early, in integrated (naturally) into curricula and involves families, the use of technology and stakeholders
- See the document for the goals and the method to achieve the goals
- Includes a 4-steps/4-question inquiry process (who am I? what is my plan for achieving my goals? what do I want to become? What are my opportunities?) Students continue to add to this inquiry process with increasing sophistication and with more and more information throughout their schooling



- In K-6, students keep an "All About Me" portfolio
- All students from grades 7-12 req'd to have individual pathways plan
- There is a more formal transition from Grade 8 to 9
- Infused purposefully in revised curriculum documents in the Front Matter and also referenced in specific expectations
- this document and approach is positioned as a way to make interconnections with other initiatives (e.g. Learning for All, etc.)
- "Students are the architects of their lives"

Resources Supporting Mental Health, Caroline Hicks, Paul Grogan, and Myra Stephen

- Mental health is set off from other program planning considerations - in the Front Matter of revised curriculum documents - to raise its profile and importance as a key facet of students lives
- FR and ENG Videos ("Mental Health and the Ontario Curriculum"), with viewer guides, will be posted (eventually) on eduGAINS. How are educators supporting students' mental health and wellbeing and highlight the explicit curriculum connections. Videos will be uploaded as segments (and viewer guides will also be divided for learning facilitators)
- DRAFT version of *Supporting Minds: An Educator's Guide to Promoting Students' Mental Health and Well-being (English and French)*
    - *"This resource guide is designed to help educators understand more about mental health in order to promote the mental health of all students. It provides information to help educators recognize students who may be experiencing distress and support them in their pathway to care."*
    - available at http://goo.gl/aGbMOj
    - Key message: Many educators are not trained, clinical professionals able to diagnose mental illness or issues of mental health; however, we can be on the look out for symptoms and help find a support mechanism for students.
    - Teachers are a critical agent for healthy classroom environments
    - EDU welcoming feedback for this year (until Fall, 2014) and next iteration will be in development.
- *School Mental Health ASSIST* (provincial coaching team)
    - http://smh-assist.ca/
    - *"School Mental Health ASSIST is a provincial team designed to help Ontario school boards to build capacity to support student mental health and well-being, through effective implementation of research based programs and strategies."*
- Currently co-creating resources with educators so the 'pathway to care' is clear for all

Ministry of Labour - Live Safe! Work Smart!, Sue Boychuk, Ministry of Labour

- Resource *Live Safe! Work Smart!* *http://www.livesafeworksmart.net/* is free and contains resources to infuse workplace safety
- only Ontario and Denmark have health and safety embedded in actual curriculum
- Min of Lab now responsible not only for enforcement but also proactive approach formerly held by WSIB
- Video contest - "It's Your Job: Prevention Starts Here"
    - http://www.labour.gov.on.ca/english/contest/
    - last year's winning entry:
        - http://www.labour.gov.on.ca/english/contest/winners2013.php
- Be aware that curriculum expectations may be dated; also resources for Special Needs students are not curriculum-based
- You can subscribe to the LSWS newsletter
- Great resource available here: goo.gl/M6RBd6 (pdf)
- A survey will be shared with subject/division associations for dissemination to members in November, 2013 prior to renewal plan preparation by January 1, 2014

From Great to Excellent: The Next Phase in Ontario's Education Strategy – Consultation Activity, Maureen Callan, Armand Gagné, Russell Riddell

- All the materials that are shared today in person are available for download here: http://www.edu.gov.on.ca/eng/about/excellent.html and here: http://www.edu.gov.on.ca/eng/about/consultation.html
- group was broken up into 2 sessions, multiple groups, with each group discussing their responses to one of the seven questions put forth to them
- Digital webcast being planned for 3rd week of November. Everyone invited to participate in this forum.
- Over 15 researchers @ EDU are reviewing, analyzing and synthesizing the results of the many in-person and online consultations

OTF Curriculum Forum Meeting @ OSSTF
Collaborative Meeting Notes November 2013

Date: November 2, 2013 Location: OSSTF, Mobile Drive, Toronto

Useful Links

- #OTFCF13 Tweets (from yesterday's meeting only; no longer applicable)
- #OTFCF Tweets (today's hashtag)
- Copyright Matters! link (PDF): http://goo.gl/P9O4xV
- Main Copyright link for teachers & admin: http://www.cmec.ca/copyrightinfo
- Learning for a Sustainable Future: http://www.lsf-lst.ca/

Housekeeping, Ian Pettigrew

- update contact list
    - it's private!
    - add twitter ID if you like
- explanation of Friday's Ministry of Ed meetings vs the Saturday OTF CF meetings
- explanation of OTF (umbrella organization) and Curriculum Forum purpose
- meetings are November and May, with a retreat in February

Google Groups & Docs, Peter Beens

- Peter shared how to use googledocs to keep minutes :)
- excellent tool for classroom participation and collaboration between students
- various levels of access from private, a few others can read or edit, or the document can be public on the internet
- use goo.gl to shorten urls!
- presentation link: http://goo.gl/MlqytO

Copyright Matters, Wanda Noel (Copyright Lawyer) & Chris George (Copyright Advisor)

- Main Copyright link for teachers & admin: http://www.cmec.ca/copyrightinfo
- Copyright Matters! link (PDF): http://goo.gl/P9O4xV (see QR code to the right)
- copyright legislation has recently been changed
- supreme court decision provides specific ruling on "fair dealing", allowing greater latitude for teachers in using copyright worked
    - has limits that are important to understand
    - copyright owners such as publishers have major concerns; they are looking to recover potential losses via lawsuits (teacher, school, school board may all be sued)
- www.cmec.ca/copyrightinfo for teachers
- teachers must also teach good citizenship and respect for the (copyright) law
- fair dealing … permits use of copyrighted material without permission or payment of royalties
- fair dealing does not allow teachers to post or copy whatever they want
- fair dealing is limited to "short excerpts"
- "Fair Dealing Guidelines" PDF: http://goo.gl/vSrMnk
    - *to supplement a course text (not replace....)*
- *Teachers, instructors, professors, and staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.*
- *FAIR DEALING GUIDELINES*

- *1. Teachers, instructors, professors, and staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.*
- *2. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course*
  - *a. as a class handout;*
  - *b. as a posting to a learning or course-management system that is password protected or otherwise restricted to students of a school or postsecondary educational institution;*
  - *c. as part of a course pack.*
- *3. A short excerpt means:*
  - *a. up to 10 per cent of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);*
  - *b. one chapter from a book;*
  - *c. a single article from a periodical;*
  - *d. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;*
  - *e. an entire newspaper article or page;*
  - *f. an entire single poem or musical score from a copyright protected work containing other poems or musical scores;*
  - *g. an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.*
- (you get to pick the ONE that suits you best from the above list)
- Netflix videos CANNOT be shown in class
- *4. Educational institutions, teachers, and students may save, download, and share publicly available Internet materials, as well as use that material in the classroom and communicate it to students or others within their education circle. "Publicly available" materials are those posted on-line by content creators and copyright owners without any technological protection measures, such as a password, encryption system, or similar technology intended to limit access or distribution, and without a clearly visible notice prohibiting educational use.*
  - *To encourage copyright awareness and respect in all circumstances, students and educators <u>are required</u> to cite the source of the Internet materials they use.*
- *5. Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work <u>is prohibited</u>.*
- *6. Copying or communicating that exceeds the limits in these Fair Dealing Guidelines may be referred to a supervisor or other person designated by the educational institution for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.*
  - (Likely the principal in schools)
- *7. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.*

- When using more than the allowable portion of a work, written permission must be obtained <u>before</u> you use the work. A fee may have to be paid.
- Principals <u>AND</u> teachers are responsible for copyright compliance

- All the necessary resources for presenting FDG workshops are accessible at www.cmec.ca/copyrightinfo
- Internet Usage and Rights
    - *Educational institutions, teachers, and students may save, download, and share publicly available Internet materials, as well as use that material in the classroom and communicate it to students or others within their education circle.*
    - *"Publicly available" materials are those posted on-line by content creators and copyright owners without any technological protection measures, such as a password, encryption system, or similar technology intended to limit access or distribution, and without a clearly visible notice prohibiting educational use.*
    - *Routine classroom uses may be made of publicly available Internet materials, such as incorporating on-line text or images into homework assignments, performing music or plays on-line for peers, exchanging materials with teachers or peers, or reposting a work on a restricted-access course Web site.*
    - *To encourage copyright awareness and respect in all circumstances, students and educators are required to cite the source of the Internet materials they use.*
    - If something is posted online without any copyright protections, there is "implied consent to copy".

Steering Committee Elections

- Thank you to
    - Deb Keefe - 1 yr
    - Linda McCulloch - 2 yrs
    - Cameron Steltman - 2 yrs

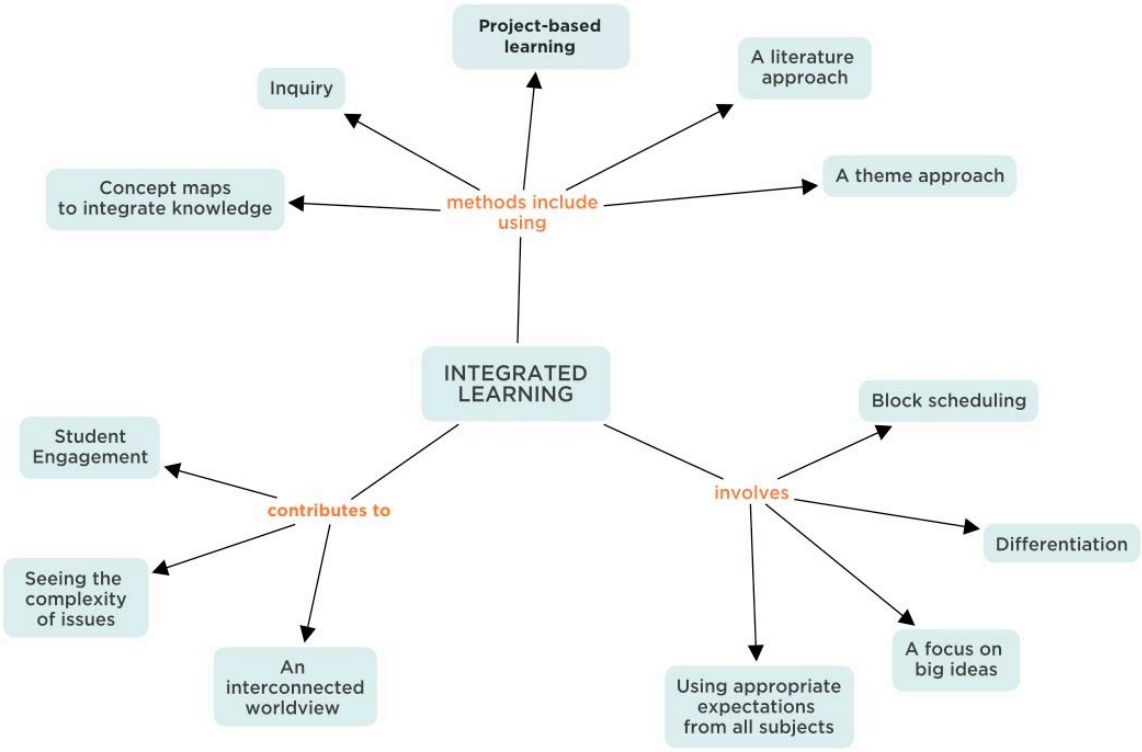
Learning for a Sustainable Future, Stan Kozak (LSF), Dr. Susan Drake (Brock U), Nikki Fletch (OISE/UT)

- http://www.lsf-lst.ca/
- NGO
- has been in existence for ~20 years
- *"LSF is transforming Canada's education system through innovative programs that empower youth and educators to create more sustainable communities."*
- Interdisciplinary Curriculum
    - environmental literacy
    - financial literacy
    - new literacies (critical, media, visual)
        - (missing e.g. technological & digital literacies; physical and health literacy)
    - character education
    - passion-based learning
- Multidisciplinary Curriculum
    - theme-based
- Transdisciplinary Curriculum
    - <-> Know <-> Be <-> Do <->

From STAO:

- **SAVE THE DATE**: A meeting to explore the feasibility of a one-day multi-association professional learning opportunity for elementary teachers will be held on Dec 14 (likely at the International Plaza Hotel in Toronto).
- A representative from your association is invited to attend one day of STAO2013 http://stao.ca/conf2/conference.php

If you are interested, contact @staopres or racquel_carlow@stao.org



Fullan's Six C's



- Mention of iEARN (International Education and Resource Network): http://www.iearn.org/
- <chart of linking students' questions to big ideas and overall expectations>
- Students should share their reflections with their "community" (classmates)

Questions to Reports

- Todd reported on NCTM
- Judy reported on Fields Institute
- Greg reported on a MAC2 mystery night
- Cathy asked for nominations for the Board

Committee of the Whole

Outreach asked the Board to consider what we can do for OAME2015 since no Chapter has stepped forward and time is running out.
The committees reported on the discussion at their tables. Outreach will consolidate the thoughts and put a proposal forward.

Show of hands: Do we want to run OAME2015? Answer: yes
Sign-up lists are at the back of the room. They include roles and some information on duties. Please show where you are willing to help.

Motions:

1. Motions re: Housekeeping Items in Constitution, Bylaws & Terms of Reference

A. Moved that:

Given that there are numerous errors requiring changes in syntax in the Constitution, By-Laws and Terms of Reference, the following syntactical changes be approved to the language in the Constitution, By-Laws and Terms of Reference.

1. The name of the organization should always be referred to as OAME/AOEM. In several locations the name was listed as "O.A.M.E."
2. We removed all brackets that referred to dates of By-Law and Terms of Reference changes. These were becoming cumbersome and distracting.
3. The bullets and numbering needed to be repaired throughout the document.
4. We added a footer to the document with the updated date of revision. So, the document now indicates that it was updated October 19, 2013.
5. We checked for spacing since we find a large number of double spaces (or more) in the document.
6. Titles should be consistent throughout the document. There are some sentences that are all caps or initial caps. These were all changed to a leading capital letter on the first word.
7. We tried to make all reference to Board, Executive, Officers and Positions capitalized.
8. We changed all references to committees to line up with the newer titles. For example, Awards Committee and Futures Committee were all changed to Outreach Committee.
9. "By-Law #_" was changed to "By-Law _" in several locations for consistency.
10. References to the "Executive Director" were changed to "Executive Director(s)".

Moved by: Bill Otto
Seconded by: Pat Kehoe **CARRIED**

B. Moved that:
The following list of wording changes be approved to the language in the By-Laws and Terms of Reference. These changes are noted in the attached side-by-side comparisons (original language vs new language) and are highlighted in yellow.

1) Bylaw #2 , item #3 … , the word "at"
2) Bylaw #6, item #1 & 2 … insert new language on Chapters in Good Standing previously approved June 2013.
Moved by: Pat Kehoe
Seconded by: Todd Romiens **CARRIED**

Any Other Business

- Greg reported on the OMO2014 plans.
- CLIPS posters were distributed

Meeting adjourned at 2:38 pm

Committee Minutes

CHAPTER REPS

Present: Lynda Ferneyhough (ED & CHAMP), Chris Sasso (SWOAME), Tom Boland (NWOAME), Paulene Washington (MAC2), Ann Michele Stenning (WOMA), Lori Yee (PRMA), Jelena Loncar (GVMA), Sheridawn Maloney (NOMA).

1. Welcome – Lynda welcomed everyone. Special welcome to new chapter reps Chris, Lori and Jelena!
2. Admin / OAME news / announcements – Lynda reviewed procedures and general procedures and expectations for Chapter Reps. Chapter rebate cheques were distributed to chapters in good standing.
3. New Chapter Rep questions & answers – what should we be doing? Some general discussion was had, some of which were answered and demonstrated in the PD session.
4. PD Session
    a. Tour of OAME Members Only section
        i. Greg demonstrated the Chapter Rep Links features available for all Chapter Reps who login to the Members Only section.
        A new section for Chapter Rep Help section has been added with how to videos for each function.
        (Note: Your chapter president / secretary may be given access to the "List chapter members" / "Send custom email" functions, if requested. Email Greg if you would like that for your leaders.)
    b. CHAMP event – Lynda reported on a very successful event last Thursday Oct 10th. Chapter reps from chapters that participated virtually (NOMA – 3 sites – 80 participants / MAC2 – 3 sites – 60 participants / WOMA)
    c. Survey tools – Lynda demonstrated ThoughtStream. This survey / brainstorming tool is available for OAME and its chapters. If you wish to send out a survey to your chapter members, send Lynda the questions and email addresses of members.
    d. iPad stuff – Greg demonstrated various iPad apps – and others were recommended.

e. Meeting tools – Greg demonstrated Adobe Connect which could be used for virtual meetings – especially useful for getting chapter members together remotely and avoiding long drives for meeting.

COMMUNICATIONS

Website Report - Greg Clarke

- June meeting - slogan for OAME added to on web site
- OAME twitter now on side of pages on site
- Linking to MCIS registration
- Add tab to top bar for quick access to MCIS registration
- Issues with scroll down to bottom of the page to be looked at
- Gazette scroll and download only in member's side - Possibly add another level to side bar on public side with carousel on bottom of page without a download and add a link to jump to carousel
- Look at RSS feed and fix
- Update sitemap
- Will let board members know that their photo can be removed from website if they choose – if so, their picture will become a happy face
- Help videos have been added to chapter rep web area and will also be added to board members web area
- Greg is working on redesigning MCIS page

Critical Path – Timelines

- Made changes to critical paths (Greg sent to Lynda and to all committee members)
- Report for Gazette received and will be attached to minutes

New Business / Committee Goals and Priorities:

- Greg will review ease of access to information on web
- Have reciprocal links with other associations to promote OAME. Tim will communicate with other associations and will then contact Greg to add links
- Linda will continue look into decals for OAME
- Ministry has asked if they can use some resources from the Gazette / Abacus. Committee agrees that it would be good for us to promote our publications. Decided that we would be sure to have OAME logo on all pages
- Move the OAME promotional PowerPoint to public side of website video for professors to play to teacher candidates and look into possibly creating a video that professors can use to show teacher candidates to encourage membership
- Discussion about how we might get logins that would reach all teacher candidates? This can be a goal fro next meeting.
- Discussed the idea of a digital scavenger hunt for University faculty to complete with Teacher candidates as a way of promoting our website. Will discuss further next meeting.
- Try to get access to Universities when other organizations speak to Teacher candidates.

OUTREACH

Present: Ann Michele Stenning, Melissa Black, Freda Liu, Anne Yeager, Paul Alves
Minutes: Paul

1. Worked on cleaning up language in constitution required by SPARC. Looked at green highlighted sections of constitution and suggestions provided by SPARC and discussed whether or not to amend the language. This was a little challenging as some of the members of Outreach are new to the committee. This is a summary of the recommendations provided to SPARC.

Outreach Committee – Italic notes
Feetnotes to Outreach:

1. ***Our response is NO. It would dissuade chapters from considering to host the provincial conference if they must commit to also hosting OMO.***
2. ***We think that points 8 and 9 should be merged into one point. Point 9 is meant to elaborate on what is laid out in point 8. We think the consequence is laid out in point 8 (the chapter is on the hook for losses is they are found to be negligent).***

Awards Committee
Our edits to membership info:

a) ***Membership will consist of five members.***
b) ***Membership will consist of a chair, an Executive Liaison, at least two other members of the board and may include one former member of the board.***

6. We were fine with the wording of the changes.
However, we think we need wording on how long those nominations will stand. This needs to be placed before point #6: Any nomination for the award will stand for three years if the nominee has not been selected for the award.

2. Kathy Hall informed the committee that COMA will step up and host OMO 2015. Thank you COMA!
3. Discussion around what is the purview of Outreach. What are we supposed to do? This led to an exploration of a few topics that follow.
4. Committee discussed the importance of building a bridge with OMCA and how we could do this. This can be an ongoing discussion through the year.
5. Should we consider changing the name of leadership to make it more inclusive and appeal to all math educators?
6. Conference Planner discussion – We want to make sure that the planner is uploaded into Google drive to allow for easy editing from year to year.
    - **ACTION: Check with Connie if this was done.**
7. Related to conference planning, we need to provide guidance in the planner to organizing committees as to how to handle session proposals from vendors. Right now as it stands, a non-member of OAME could submit a proposal and market a product in a session and be granted free registration. Suggestion was made that they must have purchased exhibitor space and if they haven't and are not willing or able to, that they support the conference in some other way (possibly sponsorship or just paying for registration).
    - ACTION: Need to add this to planner for chapters organizing in years to come.
8. Update the promotional PowerPoint on the OAME website. This hasn't been done since 2006.
    - **ACTION: Get quotes and photos of more recent past presidents and update the PowerPoint.**
9. Related to the last point regarding updating the promotional PowerPoint, the committee wants to encourage chapters to reach out to faculties of education and use the promotional PowerPoint to capture the next generation of math educators.
10. Reach out to the non-math community and let them know what we are doing and the mission and vision of OAME.
11. Most of the remainder of our discussion revolved around OAME 2015.
    - The feeling among the Outreach committee is that we cannot go without a conference that year but no chapter has volunteered to host. We discussed what the conference could look like if it was organized by a smaller ad hoc committee from the board. What format would it take? Where could it take place? Who would be involved in the planning committee?
    - We discussed possible modifications – could become a two day event with a program that is centrally designed (e.g. a plenary with breakouts facilitated by math leaders much like Math Camppp).

- We discussed possible partnerships such as with OMCA so that they can offer their retreat in conjunction with our event.
- This was brought to the committee of the whole. We wanted feedback on essentially two questions: Should we stick a fork in it? If not, what will it look like?
- After gathering feedback from the committee of the whole, a vote was called on whether or not we want to have a conference in 2015. It was unanimous that the board wanted to have a conference in 2015.
- The feeling was that we should get everyone involved in planning with some key people (not necessarily on the board) to assist with onsite planning.
- Also, we should return to one of the sites from a recent conference (either 2013 or 2014) since the infrastructure is in place and ask one of the co-chairs to be the point person on dealing with facility.
- We will try to make it run just as all other conferences have been run but if during the planning it becomes unmanageable, it may be scaled down to ensure we have a conference in place but also not compromise the quality of the PD provided.
- Comment was made that we can try our best to do some of the heavy lifting in the short term and revisit at our February board meeting and assess the viability of pulling it off. If we find it is too much in too short a timeframe than we can decide then to cancel it.
- Lists were provided for board members to sign up for committees based on the profile of the committee and the time commitment required. Some committees require close access to site whereas others can be remotely worked on.
- In the near term, promotional work needs to be done. An AC meeting will be needed to work on vision and theme.

SPaRC

1) Friday Night Activity For Committees organized by SPaRC
   - Friday night Bill presented an overview of the process our committee has been involved in over the past few years that is driving our agenda. (All members received the revised Constitution prior to this meeting)
   - Committee groups reviewed the changes while SPaRC examined the former Critical Paths documents and created a template for committees to use in revising these documents.
   - Discussion on SPaRC committee's Critical Path document
   - Committee created a Critical Paths template for Saturday's work session. Every committee received a soft copy
2) Saturday:
   a) Committees continued to work on their response to By-Laws & Terms of Reference changes (to be sent to the chair of SPaRC). They then started work on their Critical Paths. Completed Critical Paths are to be sent to Executive Directors
   b) SPaRC reviewed their next steps:
      - Fred receives committee changes to By-Laws 7 Terms of Reference from Pat
      - Fred incorporates changes into existing side by side document.(He may consult with Committee liaison or SPaRC committee)
      - Prior to the January Executive meeting Bill & Fred will follow up with Executive to let them know what they need to review before the January Executive meeting
      - At the January Exec meeting the Executive needs to finalize their changes from the revised By-Laws & Terms of Reference Document
      - Bill & Fred will adjust motions if required
      - Revised By-Laws & Terms of Reference Document and all motions need to be sent out to board members 15 days prior to February Board meeting
      - Voting on these motions will occur at the Feb Board meeting (Agenda will be set by Exec)

- Executive Directors will work with the Webmaster to post Revised Documents on the website
- After February meeting Executive Directors should send out an OAME Webmail to all members making them aware that the new Document has been posted

c) Motions 1A and 1B were presented to the board and passed

Critical Paths
COMMUNICATIONS

Sept	**Exec Meeting** Committee Liaison attends Exec mtg Committee Liaison communicates with Committee Chair Communicate as necessary
Oct	**Board Meeting** Committee meets on Saturday Review priorities for the year Committee work based on estabished priorities Receive reports from Website Coordinator, Gazette & Abacus editors Receive report from Advertising Manager if pertinent Report to Board
Nov	Communicate as necessary
Dec	Communicate as necessary
Jan	**Exec Meeting** Committee Liaison attends Exec mtg Committee Liaison communicates with Committee Chair Communicate as necessary
Feb	**Board Meeting** Committee meets on Saturday Committee work based on estabished priorities Receive reports from Website Coordinator, Gazette & Abacus editors Receive report from Advertising Manager if pertinent Report to Board
Mar	Communicate as necessary
Apr	**Exec Meeting** Committee Liaison attends Exec mtg Committee Liaison communicates with Committee Chair Communicate as necessary
May	**Annual Conference** Annual General Meeting occurs
Jun	**Board Meeting** Committee meets on Saturday Committee work based on estabished priorities

	Establish priorities for the next year Establish all budget requests (for promotions, publications, website) Receive reports from Website Coordinator, Gazette & Abacus editors Receive report from Advertising Manager if pertinent Report to Board
Jul / Aug	Communicate as necessary

SPaRC

Month	Activity
September	Meet as necessary Report to Executive through Exec Liaison
October	Board Meeting Committee meets Establish priorities for the year Submit budget request of committee Report to Board Meeting
November	Meet as necessary Report to Executive through Exec Liaison
December	Meet as necessary Report to Executive through Exec Liaison
January	Meet as necessary Report to Executive through Exec Liaison
February	Board Meeting Committee meets Establish priorities for the year Submit budget request of committee Report to Board Meeting
March	Meet as necessary Report to Executive through Exec Liaison
April	Meet as necessary Report to Executive through Exec Liaison
May	Meet as necessary Report to Executive through Exec Liaison
June	Board Meeting Committee meets Look ahead to priorities for the coming year Submit budget request if necessary to meet before October board meeting Report to Board Meeting
July/August	Meet as necessary
FROM OAME CONSTITUTION: ARTICLE XI - AMENDMENTS 11.1 Amendments to this Constitution may be made at the Annual General Meeting of OAME/AOEM	

11.1.1 by a two-thirds vote of the members qualified to vote, present and voting, provided that
notice of the proposed amendment shall have been given in writing to the Executive Director(s) no later than four weeks prior to the last Board meeting before the Annual General Meeting in which the amendments are to be considered, and
11.1.1.2 such notice shall have been forwarded by the Executive Director(s) to the Board of Directors at least two weeks prior to the last Board meeting before the Annual General Meeting in which the amendments are to be considered, and
11.1.1.3 notice shall have been given in writing to all members at least two weeks prior to the Annual General Meeting.