OAME Board of Directors' Meeting Minutes

Hilton Garden Inn, 2648 Steeles Ave. East, Brampton, ON L6S 6J9

October 14-15, 2016

Attendance: Present: Executive: Judy Mendaglio, Tim Sibbald, Jill Lazarus, Bill Otto and Sandra Jean Price, Directors: Jung Choi-Perkins, Anne Yeager, Pat Kehoe, Bill Lundy, and Liisa Suurtamm. Greg Clarke, Todd Romiens and Amy Lin (Sat. only). Chapter representatives: Alvarine Aldridge, Melissa Black, Lori Yee, Freda Liu, Christine Sasso, Amanda Laxton, Pamela Chun, Paulene Washington, Corrine Russell-Pritoula, Katelyn Beecroft, Kathy Pilon, Chi Hang (Sat. only), Krista Sarmatiuk, Andrew Skelton and Cal Armstrong
Guests: OAME2018 Chair Wayne Erdman (Fri. only), MOE Rep Alison Macaulay (Sat. only)
Regrets: Bart Vanslack

Friday Oct 14th, 2016

10:00 am – 3:00 pm: The OAME Conference chairs from 2016, 2017, 2018 and 2019 met to go over details about the current conference and suggestions for future conferences.

3:00 pm – 6:00 pm: OAME2018 Planning

6:00 pm – 6:30 pm: Dinner

6:30 pm - 7:00 pm: Chapter Representatives meeting

7:00 pm – 7:15 pm: President's Welcome and Remarks: Judy Mendaglio
Fred and Lynda Ferneyhough are continuing as Executive Directors.
The following is the list of board members for next year:
Executive: President: Judy Mendaglio, Past President: Tim Sibbald, President-Elect: Jill Lazarus, Vice-Presidents: Bill Otto and Sandra Jean Price.
Directors with one more year: Jung Choi-Perkins and Anne Yeager, Directors with two more years: Pat Kehoe and Bill Lundy, Directors for three more years: Bart Vanslack and Liisa Suurtamm.
Welcome back to Alvarine Aldridge (TEAMS), Melissa Black (COMA), Lori Yee (PRMA), Freda Liu (SAME), Christine Sasso (SWOAME), Amanda Laxton (CHAMP), Pamela Chun (GOLDEN), Paulene Washington (MAC2), Corrine Russell-Pritoula (NWOAME), Katelyn Beecroft (WOMA), Kathy Pilon (QSLMA), Denise Filipovic (NOMA) and Chi Hang (Y4MA). Welcome to new Chapter Reps: Andrew Skelton (GVMA) and Cal Armstrong (ISOMA)

7:15 pm – 7:45 pm: Reports

- OAME2016: Greg Clarke submitted a report for the recent conference.
- OMO2016: Freda Liu. There were 24 teams and 96 Super Heroes.
- L2016: Judy Mendaglio Overwhelming response. We are full.



7:45 pm – 8:00 pm: Presentation to Conference Chairs: Plaques of appreciation were given to OAME2016 Chairs: Greg Clarke & Bruce McKay, OMO2016 Chairs: Freda Liu & Carol Miron.

8:00 pm – 10:30 pm: OAME2018 Planning

Saturday Oct. 15th, 2016

9:00 am – 10:00 am: Committee work

10:00 am – 10:30 am: AGM attendance both personally and virtually through Adobe Connect. Thanks to Dwight Stead for his assistance with the virtual part of the AGM.

- Approve agenda,
- Approve minutes of last meeting
- Review financial report as of end-of-year August 31, 2016,
- Introduce new elected Board members

10:30 am -11:30 am: <u>GENERAL MEETING of the BOARD OF DIRECTORS:</u>

• **Approval of the Agenda:** Moved by Tim Sibbald, seconded by Bill Otto, that the agenda be approved. Carried.

• **Approval of Minutes June 10 - 11, 2016** Moved by Sandra Jean Price, seconded by Melissa Black that the minutes of June 10-11, 2016 be approved. Carried.

- **Proposed Budget 2016 – 17** (Lynda Ferneyhough)

Lynda Ferneyhough presented the financial statements during the AGM. She added that since we have so much money in the bank, the accountant recommended that we put some money in trust. Moved by Pamela Chun, seconded Tim Sibbald, that the surplus funds from August 31, 2016 be put in trust and the Finance Committee be charged with directing its uses, to be approved by the board. Carried.

Moved by Tim Sibbald, seconded by Judy Mendaglio, that the financial report be approved. Carried.

Lynda Ferneyhough presented the proposed budget for 2016-17. A cheque in the amount of $70 200 was presented to OAME from MAC^2 for the 2016 conference. Greg stressed that the work of Bruce McKay was outstanding. Leadership net will be about $35 000. We have insisted that people who attend the Leadership Conference be members of OAME and that has been an added benefit from that event.

Moved by Anne Yeager, seconded by Paulene Washington, that the Executive Directors' honoraria be $ 27 000 per year with a bonus of $1 000 for the 2016-17 year.

Moved by Tim Sibbald, seconded by Sandra Jean Price, that the percentage amount for Chapter Rebates be 30% for full and retired members and 0% for student members.

11:30 am – 11:45 am: Questions to authors of written reports.

Lynda Ferneyhough indicated the reports that have been received since the agenda was sent out. These reports will be included with the minutes, with the exception of the auditor's report, which will be sent out as a separate attachment.

Bill Lundy discussed the progress in planning for OAME 2017, indicating how some features from past conferences will be changing.

11:45 am – 12:00 pm: Alison Macaulay made a presentation to the board on the Renewed Math Strategy.

12:00 pm – 12:30 pm: Lunch

12:30 pm – 1:00 pm: Tim Sibbald led an activity on tangrams related to "Where is the Math". Thanks to Cal Armstrong for some great pictures of this cooperative event.

1:00 pm – 2:00 pm: Committee work. Committees reconvened.

2:00 pm – 2:30 pm: COMMITTEE OF THE WHOLE

(Each Committee Reports to the Board and receives feedback from others if necessary)

Outreach – listed the chapters hosting upcoming OMO events. No other issues to address.

SPaRC – presented the motion below. No other issues to address.
Curriculum – no issues to address.
Communications – no issues to address.



Motion put forward by SPaRC

Moved by Pat Kehoe, seconded by Bill Otto that the wording in By-Laws 9.1 and 9.2 (Terms of Office of Officers and Directors) be changed to replace *three years* with *two years* as:

> 9.1
> The term of office for each of the President-Elect, the President and the Past President shall be one year. The term of office of each of the Vice Presidents shall be **two** years. In each case the term begins on September 1 following the election at which the election of the Officer is announced.
>
> 9.2
> In order to preserve continuity, the Executive may assign a term of office less than **two** years to open Vice President Positions. When elections are held for more than one Vice President position, and one or more of the positions are designated a term less than **two** years, the candidates for Vice President will be assigned these positions based on the number of votes received. That is, the candidate receiving the highest number of votes receives the position with the longest term and continuing in descending order to fill the remaining positions.

Carried unanimously.

2:30 pm – 3:00 pm: ALL COMMITTEES. No more time was needed.

3:00 pm – 3:15 pm: Any last minute business

- Tim Sibbald asked board members to consider letting their names stand for positions that are available and/or to ask members of their chapters to consider this opportunity.
- Tim Sibbald indicated that a free NOMA webinar will be presented on Tuesday, Oct. 25/16 by a teacher on the James Bay coast. *"How isolated is teaching on James Bay?"* Sign up on MCIS.
- Judy Mendaglio asked us to consider looking for teachers who might be able to offer a great presentation at our conference but are reluctant to volunteer. We might be able to line them up with someone who could mentor them through the conference preparation process.

3:15 Adjournment

CHAPTER REPORTS

CHAMP is gearing up to host OMO 2018, and hope to meet with Wayne for consultation and advise. Currently we are inquiring about UTM for a possible venue.
CHAMP will be hosting a Fall mini-conference projected for November 2016, as well as another webinar for later on this school year.

COMA Fall Social**:** Sept 29th 2016 at the Centurion Centre. Guest Speaker: Chris Suurtam.
We plan to be present at additional events throughout the city to help non-members learn about OAME. There are plans to present at next year's teacher symposium at the University of Ottawa, as well as being present at the elementary and secondary math PD days.

GOLDEN: This fall we held a social, where we had Dr. Cathy Bruce speak. She inspired all who attended with her results on her research about spatial reasoning. Over 60 people attended the fall social, despite a last minute change in date. This was a free event and appetizers and a drink were served. It was an excellent evening held at Club Roma in St. Catharines. We will be running a spring mini-conference at the end of April and will be running our OMO playdowns at the end of April as well, so stay tuned for more details!

GVMA: Our upcoming Fall Conference will occur on Thursday, November 3, 2016 at the University of Waterloo. Go to www.gvma.ca for further details about our conference.

ISOMA: Wow, it seems like just yesterday that we were having our end of year ISOMA social on a patio in midtown Toronto! We have now kicked off another school year and are excited about new beginnings. We would like to welcome Cal Armstrong, from Appleby College, as our new chapter representative.
We are pleased to announce that our annual ISOMA conference is going to be held at Holy Trinity School on Thursday, January 12, 2017. It will be an after school event. We appreciate HTS for inviting us back again for another ISOMA event. On behalf of the ISOMA community, I would like to thank John Doma, Head of Math, Jen Gravel, ISOMA Secretary and all the HTS Math Teachers for their time and effort in organizing the conference. We are excited to reveal more details in the coming months.

MAC2 is just coming off a rest from our highly successful OAME 2016 conference which had an all-time high attendance of 1700 delegates. We are planning to seek new ways which will encourage a greater attendance of our members at the monthly meetings this year. MAC2 plans to hold a teacher workshop at every monthly meeting. The first monthly meeting focused on the use of technology and was presented by Marci Duncan. Marci Duncan who presented at this meeting, also had the assistance of the extraordinary Tyler Cave. We were able to have hands on practice with Scratch, and also used the DASH robot. This helped us see the potential math applications for the robot. We found that the Dash robot could be used for far more applications than just coding. Future meetings will include presentations of more engaging activities that teachers can take back to their classroom. Presently, we are also planning for our annual fall mini conference to be held October 26 and will be electronically transmitted at three locations Barrie, Orillia and Bracebridge. It is entitled Technology +Math = Interest + Understanding. The keynote speaker is Gianna Helling who will focus her presentation on how we can use technology to enhance attitudes and the understanding of mathematics.

NOMA is in the process of getting our 2016-2017 work going and have begun by putting out a survey to all NOMA members, in order to hopefully get more members around the table. In this survey, members are being asked about meeting dates and times, and also the meeting format. We would like to try to use a virtual meeting format this year, in order to enable more people around our region to attend meetings "face to face". The format we are planning to try is google hangout.

NOMA is also asking members to rank a list of possible learning topics in order of most to least urgent need, and to identify the kind of learning opportunity they like best. We will use the survey information to inform our plan for the year. At this time, it appears that respondents prefer virtual meetings.
NOMA is also wondering about the opportunity to network with other chapters, in order to maximize learning opportunities available for members, and we think that online learning may be a terrific solution.

PRMA sent a newsletter to all of our members filled with ideas that teachers could use at the beginning of the school year. As well, the newsletter included a survey so we could plan events for our members. PRMA executive has reviewed the survey and will work with our members to plan a PD/Social event. Also we are looking for volunteers to help with the planning committee for the OAME 2020 conference.

QSLMA: OAME 2017 – We met monthly to plan for OAME2017 and will continue to meet in the upcoming year. MCIS opens Sept 1 for Session Proposals.
Mini-Conference: We will be hosting a mini-conference on Tuesday, Nov 15th at Loyalist College Vocation Institute. Our keynote speaker is Shelley Yearley who will be addressing Developing Mathematical Thinkers.
Cost: $30 for non-members and $20 for OAME members and students.
We anticipate holding a social following the conference. There will be a draw for Registration to OAME2017.

SAME: Fall Meet & Greet Social October 6th, 2016
December Social Possible Event: Escape Room
Sponsorship for Girls Conference Math in Motion - Girls in Gear Conference at the University of Toronto

SWOAME plans monthly Math nights and a Member appreciation Wine and Cheese night

WOMA has not held any events yet this school year, but is looking into hosting a social event in the coming months.

Y4MA has had preliminary discussions about what professional development we will provide for teachers. At this point, we have not decided on the exact sessions. Further information will be provided as it becomes available. Our IMO will again take place in April.

OTHER REPORTS:
NCTM: This Dec. 2016 Gazette column will include talk about the "Affiliate News" which helps bring information to all affiliate groups concerning the foci of NCTM. As well, I will look at the dialogue around the importance of EQUITY in the mathematics' community and how NCTM is addressing this very serious issue.
As you probably already know, and as I recently spelled out in this column, OAME is an affiliate group to NCTM. As such we receive an "Affiliate News", to update all affiliates on events that are occurring throughout the realm of NCTM. I bring this up because there is an opportunity at each annual NCTM conference for a delegate from OAME to attend the affiliate meeting, usually held at the conference before the sessions take place. This is the chance for any affiliate group to bring items that are important to the group and all NCTM members, to be discussed, voted on and perhaps passed at this meeting.

Items discussed in the Affiliate News provide general information especially designed for leaders of affiliate groups to increase awareness and ensure communication with NCTM. It also attempts to give information of interest to all members of the mathematics' world, and provide information that will be a valuable source for affiliate groups.

NCTM has recently taken a new look at their role in equity for the mathematics' curriculum. They have joined forces with a group called TODOS: Mathematics For All and have issued a statement that defines social justice as: " a key priority in the access to, engagement with, and advancement in mathematics' education for all youth. A social justice stance requires a systematic approach that includes fair and equitable teaching practices, high expectations for all students, access to rich, rigourous and relevant mathematics, and strong family/community relationships to promote positive mathematics' learning and achievement. Equally important, a social justice stance interrogates and challenges the roles power, privilege, and oppression play in the current unjust system of mathematics' education – and society as a whole"

NCTM has adopted this definition and has vowed to "question and reassess their equity stance, actions and language". The feeling is that even though they have been advocates of equity and have published a great deal about it (The Access and Equity Principle in Principles in Action) for example, they recognize that most of the work focused on standards, curriculum, instructional practices and assessment and too often addressed these issues in decontextualized ways that frequently ignored the experiences of children's lives.

The new NCTM statement on equity says:

" the NCTM Board has officially reframed its equity work to focus on Access Equity and EMPOWERMENT to capture the official constructs of students' mathematical identities, sense of agency, and social justice. The Board has modified its strategic priorities to reflect this framing of NCTM's scope to include more than just access and equity"

In order to accomplish this, NCTM has embarked on a number of initiatives to help make this stance a reality, including the following:

1) NCTM has partnered with other mathematics' organizations including TODOS and NCSM .

2) NCTM has committed itself to monitoring its language to ensure that students are positioned as having assets and not deficits.

3) Access, Equity and Empowerment will be the focus of NCTM's 2017 Innov8 conference in Las Vegas (Nov. 15 – 17).

4) The 2018 Annual Perspectives in Mathematics Education will address issues surrounding access, equity and empowerment. The volumes working title is Rehumanizing Mathematics Teaching and Learning For Students Who are Latina and Black.

5) A Curriculum Resources Collaboration Centre on NCTM.org is being developed with the Math Forum. On this site educators will be able to share and collaborate on lessons and instructional challenges.

6) The NCTM Board and staff are engaging in their own professional learning on issues surrounding access, equity and empowerment. This will also include professional development to look at the impact of micro aggressions in the classroom in an effort to better understand the issues.

This year the NCTM ANNUAL CONFERENCE is in San Antonio Texas on April 5 – 8, hope you can attend.

OAME 2017 "And now for something completely different"

Chief departures from the status quo:

1. No banquet - two keynote speakers, Dan Meyer Thurs evening and Gail Vaz Oxlade Friday evening at The Grand Theater, downtown Kingston; OAME awards to be peppered throughout the conference times tba
2. Special hospitality events closing in on zero - other than hospitality desk and presenters' lounge area, no special events Thu/Fri evenings due to keynote timings
3. BYOBDB - Bring your own Bag, Device, and (water) Bottle

4. Lunches not included in tariff - lunches available for separate purchase, 4 choices or purchase a la carte
5. To balance out the fact lunches not part of the fee, parking fees and unlimited Kingston Transit pass included for those who request them
6. eConference - 100 km radius to be masssaged; all sessions to focus on FNMI education issues and strategies
7. Daily themes - Thinking Thursday, Financial Friday, STEAM Saturday - not necessarily limiting speakers to these days, but where flexible, we'll be slotting people on these days so persons wanting to follow that theme will be able to be immersed (acknowledging of course that we are at the mercy of the breadth of proposals we receive)
8. Looking into, with nothing definite yet:

a. Drinks and desserts at lunches to be sponsored and supplied by vendors at their booths
b. Wine and cheese - not happening as such; sponsors being asked to support (a) above rather than trays of food at a wine n cheese

9. Opened up early bird to bulk order from school boards: to date, 100 spots sold this way to 2 boards
10. I've travelled to upstate NY including SUNY Potsdam to drop off promo material. Played up the dollar premium US teachers would have, as well as proximity to Kingston vice Syracuse or Albany.

Schedule:

1. Normal daily schedule from a.m. to afternoon; sessions end approx 1615, with "open time" for travel downtown, supper, and travel to Grand Theater, downtown Kingston
2. 2000 h start on each of Thursday and Friday at theater
3. Proposals will be considered for their alignment to the conference theme: those who submit the same thing that they have customarily submitted may be looked over in favor of new speakers/topics

Other:

1. Planning meetings being held @ SLC (the venue)
2. WiFi similar to Georgian to Georgian - free, open, robust
3. Accommodation: residence, designated hotels for "conference rate", or as arranged by oneself
4. Google Site (tinyurl.com/oame2017) - used to coordinate various spreadsheets, documents, files to centralize all appropriate information/resources and reduce need for bulky and frequent attachments
5. Bill will again organize a Triathlon after Friday's keynote - maybe this time we'll get beyond the first event (Kingston Brew Pub).

COMMITTEE MINUTES:

CHAPTER REPRESENTATIVES

Present:

Lynda Ferneyhough, ED; Greg Clarke, OAME Webmaster; Amanda Laxton,CHAMP; Melissa Black, COMA; Pamela Chun,GOLDEN; Andrew Skelton, GVMA; Cal Armstrong, ISOMA; Paulene Washington, MAC2; Corrine Russell-Pritoula, NWOAME; Krista Sarmatiuk, NOMA; Lori Yee, PRMA; Kathy Pilon, QSLMA; Freda Liu, SAME; Christine Sasso, SWOAME; Alvarine Aldridge, TEAMS; Katelyn Beecroft, WOMA

Absent/Regrets: Y4MA Representative

1. **Admin Notes** - Lynda
   - Promotion bags delivered – included: tshirts, book (5 practices), magazines, Growing up Mathematically – to be used for giveaways at miniconferences
   - 200 pens and pads to promote the 2017 conference
2. **Chapter Notes – updates and sharing**

MAC2 – meetings this year in two locations, connected with Google Hangouts / Adobe Connect. October meeting shared puzzles and activities that can be used in math class. Greg to share Google folder with this with chapter reps shortly.
CHAMP – miniconference coming up / PD series in winter
WOMA – restructuring – spring miniconf coming up
PRMA – restructuring – issues with members coming out – did a survey. Emailed members – got a draw for respondents. Did a newsletter – pulled it together over the summer and sent out week before school started
SAME – meet & greet @ Jack Astors. Upcoming meeting for planning. Not doing miniconference this year – doing a Book Club / Learning Series – still hashing things out
NWOAME – math night coming up – Egan Chernoff (engaging speaker)
COMA – fall social with Chris Suurtamm, successful. Haven't finalized events for this year, focusing on securing venue for OAME2019 – but really like newsletter idea
GOLDEN – fall social with Cathy Bruce, over 60 teachers attend – many elementary. Helped getting people more aware of GOLDEN. Draw for free conference registration. Using Google and a survey
GVMA- summer conference at end of August surprisingly well attended. Fall miniconference Nov 3rd – transition grade 8 to grade 9 theme.
ISOMA – new chapter rep from ISOMA – mini conf in Feb
TEAMS – conference coming up Oct 27th – shared a flyer for the upcoming conference – catering from grade 4 to grade 12. Try to keep in touch with members with accurate email addresses. Free membership given away in draw at miniconf. Keep in touch with Faculties of Education in the city, work with teacher candidates. Get lots of prizes from publishers. Have a super duper leader
SWOAME – had Marian Small in the summer – had 24 new members. Members Appreciation wine and cheese night held, but they didn't appreciate it. ☹ Will try again in February. Setup a swoame@gmail.com so that when chapter reps change, records and files can be stored in a digitally central location.
QSLMA – newsletter – wanted to do one but haven't gotten to it yet. Get between 50 and 100 at our mini conf (in the fall -much better than winter with bad weather). Draw for free conf registration. Two meetings per year – mini conf + … Do planning meetings with exec online. Tried socials and no one shows up.
NOMA – had a slow start. Having a survey happening with interesting response. Real struggle last few years with items that are interesting for secondary (change over years). Looking at virtual meetings, time shift earlier to 3:45 to 4:45. Looking at virtual learning as well as virtual meetings. Interested in shared learning with another chapter.
Question: How do you help members who want to present, but have issues (supply teacher costs etc.) that are preventing that ?
Suggestion that funds from a successful conference could be used to offset costs, which could potentially be used for supply teacher costs

3. **Chapter Rebates**

* More members generated after conference – every chapter has new members since all who attended received a membership – including the presenters. (No chapter rebate for presenters, but they are your new members)
-> need chapter report sent to Lynda
-> all exec must be OAME members
-> must attend meetings or send a substitute
* Chapter update requested at each board meeting to include in the minutes – please send ahead of meeting.
* MAC2 won the highest rebate / most members award. (thank you, thank you very much)

4. **MCIS** – question from Kathy

– why are some chapters not using it?
If you do want it set up, Kathy will set it up for you – please email her MCIS@oame.on.ca
* Send Kathy this info : chapter / title / school or location / date and times

* You can then add speakers, sessions, etc.. and Kathy can help you customize it.
* Lynda will setup IATS (credit card collection) so that attendees can use credit card payments

5. **Grade 9 project**. Had a grade 9 summer institute. Using funds from that project to make a set of webinars / workshops in a bag. The project will pay so that each chapter will have access to a workshop – and the project will pay for someone to facilitate. (free for chapter)

6. **Members Only functions**

Greg once again reminded Chapter Reps of the functionality in the Members Only section for chapter reps:

- Get an up to date list of chapter members
- Use drop downs to specify chapter members whose membership has expired or will soon expire
- Use Custom Email function to contact chapter members, or a subset thereof (or other OAME board members)
- Reminder that attachments can't be sent through OAME webmail, but URLs can be included, so if you can save your doc as a Google Doc, then include the sharing URL, that will work.
- Use the My Chapter Update to update info about your chapter and its upcoming events
- Help is available online – or by emailing Greg at web@oame.on.ca

COMMUNICATION

Publications and website -

- Awards and archives have been updated
- Some pictures are done.
- Board minutes will be updated
- Working on MCIS features added (help wiki for admin planning the conference)
- Training a program helper for the web

• Reviewers for Gazette -

- There are enough people right now to review the Gazette
- Amy will still take names to add to the list and remove those no longer listed

• Amy Lin: Editor's report

- The Ministry asked permission to use an article from the Gazette for their learning resources.
- They can have permission as long as credit is given to OAME Gazette
- Articles were rejected by Gazette reviewers that were reviews of a product.
- Will accept articles of how products are being used in the classroom or in research and not by someone who has a vested interest in the product.

• Faculty of Education memberships

- Talk to Tim to get scavenger hunt and project for OAME web site for Faculty of Ed students
- Put something on OAME public section of web site to inform that there is a faculty login
- Check to update University contacts for faced accounts

• Shawn Godin's book request

- Shawn wants to compile his articles from the Gazette into a book and share free to OAME, we could put on the website. Put in members only section.
- Put digital compilations on the members site.

• Grade 9 Applied Math Project – posting webinars and PL packages on our website.

- Will be on a separate site linked.
- If there is increased bandwidth should be charged to project
- Ministry and OAME will promote.

Promotions Freebies: member decal for conferences, folding Frisbee for OMOs, pencils

Still have stickie graphs and some Tshirts, Abacus.

- Graph pads are only things left for selling

New business

- No new business

CURRICULUM
No minutes submitted.

OUTREACH
Present: *Bill Lundy, Kathy Pilon, Sandra Jean Price,, Melissa Black, Amanda Laxton, Lori Yee*
NEW & OLD BUSINESS:
Note: Items 1.2.3, 1.2.4, 2, 3, and 4 forwarded from executive to our committee for discussion

1. Review of provincial events for which we have commitments:
    1. Annual Conference:
        1. 2017 - QSLMA (Kingston)
        2. 2018 - Board (Humber College North)
        3. 2019 - COMA (Ottawa)
        4. 2020 - PRMA/SAME
        5. 2021 - TEAMS
    2. OMO -
        1. 2017 - TEAMS
        2. 2018 - CHAMP - paperwork not yet filed; verbal yes from Claudio/Amanda
        3. 2019 - tba -we may have a chapter interested in this, but some negotiation may happen to see if a switch of some years could occur
        4. **OMO insurance** liability has been questioned again. - this was brought up a decade ago and settled then; no further discussion
2. **Award nomination writeup needed** for the Dec. *Gazette* - done - need for alignment with rubric(s) as well as importance of including ALL required artefacts (especially CV of nominee) - revisions submitted to *Gazette* and Webmaster
3. **Requests** such as KNAER (research and knowledge exchange network) has $$ through Ministry to do research (e.g. Fields inst) - these groups have approached us to include us in the project - appears to be little request for $$; rather, access to our network of people (e.g., our communications modes such as the *Gazette* and our website) (Fields got the support, no money committed from us) - OAME does not have a process; should there be a process and if so what is it? - ***We recommend***: 1. Review by Executive, 2. Forwarded to committees for feedback (may be short timelines due to Ministry methods of allocating $$), 3. Exec makes final decision based on committee input
4. ***Ad Hoc* Committee** report on virtual meeting - see minutes of last meeting, Jun 2016 for the terms of reference for this group (item 2 in minutes) - need one of the committee to talk with us to apprise us of its progress - none of the members was present on Saturday, and we have not been advised of any details - **no report**
5. (Added on Saturday:) Issue re: award "Outstanding Secondary Individual" - last year's nominees rejected (a pair of individuals applied for an award that was identified as going to an individual; when each was considered as an individual, there was insufficient information to support either on his own): next steps
    1. Criteria on website currently being revised to align with the constitution - wording updated, as well as rubrics as necessary
    2. Information for next issue of *The Gazette* being updated to align with
    3. Review/revise rubrics as deemed necessary - review/revision subcommittee went through the rubrics to check for clarity, and alignment with descriptive wordings - rubrics assessed and revised with minor revisions

STANDING ITEM(S):
Not addressed due to items from executive and exigencies of planning for 2018 annual conference.

February meeting foci will be solely devoted to:

1. Assessing, evaluation, and naming award recipients
2. Assessing and revising as/if necessary the criteria and rubrics in advance preparation for 2017-18

SPaRC

1) Question From the Executive:
'Do we need to create a position for Individuals with a particular skill set OAME that the Executive/Board may wish to call upon? Are changes to constitution or by-laws needed?" e.g. using Dwight's expertise to run AGM using Adobe
After discussion with committee members the following was decided:

- Executive currently can appoint an individual to assist the Board
- They may be invited to Exec and/or Board meetings
- Exec could create the funding/role/scope for this individual by putting a motion forward to the Executive

2) Two-year term for Vice Presidents:

- See By-law 9.1 and 9.2 Motion below.

Motion to amend Bylaw 9 without proper advance notice (i.e. requires ⅔ majority of Board of Directors) put forward by SPaRC to the Board.
Moved by: Pat Kehoe Seconded by: Bill Otto
Terms of Office of Officers and Directors. Change the wording from 9.1 and 9.2: Change "three" to "two" in three places (see minutes above)
Motion passed.
Follow-up: Fred will coordinate changes to the Bylaws posted on website
Tim will make sure the change is reflected in the December Gazette
Tim will make sure any members coming forward for nominations are aware of the change
3) Plan to complete Critical Paths
Pat to put all critical paths she has in a google folder
Fred will send me any critical paths he has
Pat to put them all in a google folder
Tim will set up Blackboard Collaborate and let us know what we need to install on our computers.
Tim will then send out proposed dates for Nov or Dec
4) From previous meetings:

- Are the updated documents posted on the website?

Fred has passed the file on to Greg and he will be loading it on the website and taking down out of date documents related to our committee

- Outstanding Items for next meeting

"Our Executive Liaison, Bill, has suggested that OAME needs something in their Terms of Reference to outline the protocol for the handling of external requests of OAME from outside organizations. (e.g. commercial organizations, research groups, MOE, etc.)