



Board of Directors' Meeting No. 418

Location: Lumen Christi Catholic Education Centre, Edmonton

Date (Time):

Thursday, September 7, 2023 (9:00 a.m. – 4:00 p.m.)

Friday, September 8, 2023 (9:00 a.m. – 3:00 p.m.)

Minutes

ATTENDANCE		
	Executive Officers:	
In Person	Harry Salm	President
In Person	Kelly Whalen	Vice President
		Past President
In Person	Eldon Wyant	Executive Director
	Board of Directors:	
In Person	Mary Martin	Calgary RCSSD
In Person	Monica Best	Catholic Education Association of Yukon
In Person	Andrew Gustafson	Christ the Redeemer CSSD
In Person	Danielle Larsen (Friday, Sept. 8)	Conseil scolaire Centre-Est
In Person	Giscard Kodiane	Conseil scolaire Centre-Nord
Regrets	Pascal Leclerc	Conseil scolaire du Nord Ouest
Via Videoconference/In Person	Geneviève Poulin (Friday, Sept. 8)	Conseil scolaire Francosud
Via Videoconference	Harry Loonen (Friday, Sept. 8)	East Central Alberta CSSD
In Person	Terry Harris	Edmonton CSSD
Via Videoconference/In Person	Dean Sarnecki	Elk Island CSSD
In Person	Gerald Bernakevitch	Evergreen CSSD
In Person	Cathie Langmead	Ft. McMurray RCSSD
In Person	Michael Ouellette (Thursday, Sept. 7)	Grande Prairie RCSSD
In Person	Noreen Radford	Greater St. Albert RCSSD
In Person	Linda Ellefson	Holy Spirit RCSSD
In Person	John Kuran	Holy Family CSSD
In Person	Vince MacDonald	Lakeland RCSSD
In Person	Gemma Christie	Living Waters CSSD
	No Representation	Lloydminster RCSSD
In Person	Katherine Glasgo	Medicine Hat RCSSD
Via Videoconference	Monique LaGrange (Thursday, Sept. 7)	Red Deer CSSD
Via Videoconference	Cynthia Leyson (Friday, Sept. 8)	Red Deer CSSD
Via Videoconference	Lorette Andersen	St. Paul SD
In Person	Dawn Miller	St. Thomas Aquinas RCSSD
Via Videoconference	Susan Waddell	Yellowknife Catholic Schools
	Ex-Officio:	
Via Videoconference	Archbishop Richard Smith	Alberta Bishops' Liaison
In Person	Paul Corrigan (Friday, Sept. 8)	CCSSA President
Regrets	Scott Morrison	CCSSA Executive Director
	Guests:	
Attended:	Kate Mallon (Thursday, Sept. 7)	GrACE Executive Director
	Staff:	
In Person	Brendan Cavanagh	Director, Government Relations and Advocacy
In Person	Michelle Collett (Friday, Sept.8)	Office Manager

Thursday, September 7, 2023	
Call to Order	President Harry Salm called the meeting to order at 9:00 a.m.
Opening Prayer	President Harry Salm read an opening prayer.
Land Acknowledgment	<p>President Harry Salm read the Land Acknowledgement.</p> <p><i>“We acknowledge that the Treaty territories, on which we stand, are the ancestral lands of the Indigenous peoples, and are common homes to everyone in virtue of God, the Creator’s, gracious gift.”</i></p>
GrACE Presentation	<p>GrACE Executive Director Kate Mallon introduced herself to the Board. In her presentation she provided an update on the recent activities undertaken by GrACE and outlined some initiatives that will be used to build the capacity of the Catholic community in Alberta.</p> <p>GrACE has been engaged in strategic planning over the summer months; focusing on its vision, mission, and goals; refining its strategies; building on its past successes; socializing its purpose and expanding its reach.</p> <p>Some of the initiatives that will be used to build the capacity of the Catholic community in Alberta include:</p> <ul style="list-style-type: none"> ● Building a core membership of influential advocates who not only will volunteer for GrACE but will recruit others to join and participate in advocacy efforts and actions to defend Catholic Education. ● Exploring innovative strategies to enhance engagement with all stakeholders within the wider Catholic Education community throughout Alberta and beyond. ● Establishing a central database with contact information for supporters of GrACE, that may be used to activate and coordinate action in defence of Catholic Education.
Mass	Following the presentation, the Board members attended Mass in the Chapel at Lumen Christi Catholic Education Centre. The Edmonton Catholic Board of Trustees and Chief Superintendent attended Mass and lunch with the Board.
In Camera	MOVED by Director Andrew Gustafson that the meeting move in-camera.

	CARRIED
	MOVED by Director Linda Ellefson that the meeting move out of in-camera. CARRIED
	MOVED by Director Mary Martin that the ACSTA Board of Directors remove Monique LaGrange as a Director of the Board for the remainder of her term as trustee, in accordance with section 6.7 of the Association Bylaws, effective immediately. CARRIED
	MOVED by Dawn Miller that the ACSTA Board of Directors approve the public statement (regarding the previous motion) as discussed. CARRIED
Indigenous Spirituality Presentation and Blanket Exercise	Pam Sparklingeyes and Gary Gagnon from Indigenous Learning Services, Edmonton Catholic Schools made a presentation on Indigenous Spirituality. Following the presentation, the Board members participated in a blanket exercise.

Friday, September 8, 2023	
	<i>The minutes are presented in the order of the agenda.</i>
1. Call to Order	President Harry Salm called the meeting to order at 9:05 a.m.
2. Opening Prayer	Vice President Kelly Whalen opened the meeting with a prayer.
3. Land Acknowledgement	President Harry Salm read the Land Acknowledgement.
4. Consent Agenda	
4.1 Approval of Board of Directors' Meeting Minutes 4.1.1 May 25-26, 2023 Regular Meeting 4.1.2 June 26, 2023 Special Meeting 4.1.3 July 25, 2023 Special Meeting	
4.2 Board Meeting Evaluation 4.2.1 May 25 & 26, 2023 4.3 Accountability Reports 4.3.1 EL-1, General Executive Limitation 4.3.2 EL-2, Emergency Executive Succession 4.3.3 EL-3, Communication and Counsel to the Board 4.3.4 EL-4, Treatment of Staff and Volunteers 4.3.5, EL-5, Employment, Compensation and Benefits	.

4.3.6, EL-6, Budgeting 4.3.7, EL-7, Fiscal Responsibility 4.3.8, EL-8, Asset Protection	
Approval of Consent Agenda	MOVED by Director Linda Ellefson that the Consent Agenda and its contents be accepted as circulated. CARRIED
5. Approval of Agenda	MOVED by Director John Kuran that the agenda be approved as circulated. CARRIED
6. Business Arising from the Minutes	
6.1 Support for Newman Theological Courses	The Executive Director reported that the Finance and Faith Committees both discussed how ACSTA can support trustees taking the Newman Theological Courses. Both Committees supported the development of a cohort offering for Trustees who wish to take the Catholic Trusteeship Certificate Program courses through Newman Theological College. ACSTA will gauge interest about this concept from Trustees. MOVED by Director Terry Harris that the Board of Directors support the development of a cohort offering for Trustees who wish to take the Catholic Trusteeship Certificate Program courses through Newman Theological courses. CARRIED
6.2 Board of Directors' Orientation 2023	President Harry Salm reported that the Board of Directors' Orientation is scheduled for 1:30 p.m. on December 16, 2023 at the Westin Edmonton. All in-coming and outgoing Directors and alternates are encouraged to attend.
7. New Business*	None.
8. President's Report	President Harry Salm referred to his previously circulated report. Directors asked questions for clarification.
9. Administrative Reports	
9.1 Executive Director	The Executive Director highlighted his previously circulated report. Directors ask questions for clarification. MOVED by Director Dawn Miller the Board of Directors review the Directors' Liability Insurance coverage at the February 2024 Board meeting. CARRIED
9.1.1 Strategic Plan Action Taken	The Strategic Plan Action Taken report was included in the

	<p>Board Meeting Agenda Package. The Executive Director stated that ACSTA has achieved 75% of the initiatives outlined in the ACSTA Strategic Plan.</p>
<p>9.1.2 Servus Credit Union SGM Resolution</p>	<p>MOVED by Director Noreen Radford that the Board of Directors empower the Executive Director to attend the virtual meeting of Servus Credit Union and represent the interests of the ACSTA.</p> <p style="text-align: right;">CARRIED</p>
<p>9.2 Advocacy and Government Relations</p>	<p>The Government Relations and Advocacy Director highlighted his previously circulated report. Directors were encouraged to ensure that the following topics of provincial concern are included in meetings: The Municipal Affairs Mandate Letter and the Catholic Districts Formation Process.</p> <p>MOVED by Director Vince MacDonald that the Board of Directors sponsor the following resolution to be brought forward to the 2023 ACSTA AGM:</p> <p>“That the membership of the Alberta Catholic School Trustees’ Association hereby request that the Minister of Education review and reform the <i>Education Act</i> and its subsidiary regulations regarding the establishment of separate school districts in the province of Alberta, so as to render the establishment process as facilitative as possible.”</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Director Cathie Langmead that the Board of Directors sponsor the following resolution to be brought forward to the 2023 ACSTA AGM:</p> <p>“That the ACSTA Board of Directors resolves that the Premier remove from the Mandate Letter to the Minister of Municipal Affairs any reference to reviewing “the feasibility of changes to the Education Property Tax to assist municipalities with retaining more funding for local priorities.”</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Director Mary Martin that the ACSTA Board of Directors resolves that the ACSTA Executive Committee is empowered - in consultation with legal counsel – to develop an Association position statement on the Education Property Tax for membership’s consideration.</p> <p style="text-align: right;">CARRIED</p>

		<p>MOVED by Director Noreen Radford that the Board of Directors endorse the commission of the writing of a Catholic Education history book, with the understanding that there will be a separate decision by the Board of Directors for publication.</p> <p style="text-align: right;">CARRIED</p>
10. Committee Reports		
10.1	AGM & Convention Planning Committee	
10.1.1	Report	<p>AGM & Convention Planning Committee Chair Genevieve Poulin highlighted her previously circulated report.</p> <p>Directors Dean Sarnecki and Noreen Radford volunteered to submit videos for the Awards Banquet.</p>
10.1.2	2023 AGM & Convention Tentative Program	<p>MOVED by Director Genevieve Poulin that the 2023 AGM & Convention Tentative Program be approved as circulated.</p> <p style="text-align: right;">CARRIED</p>
10.1.3	2023 Award Nominations	A listing of the 2023 Award Nominations submitted to date were included in the Board Agenda Package as information.
10.1.4	Honourary Life Membership – Bishop David Motiuk	<p>MOVED by Director Vince MacDonald that the Board of Directors nominate Bishop David Motiuk for an Honorary Life Award to be presented at the 2023 ACSTA AGM and Convention.</p> <p style="text-align: right;">CARRIED</p>
10.2	Faith Formation Committee	
10.2.1	Report	<p>Faith Formation Committee Chair Dean Sarnecki referred to his previously circulated report. The Catholic Education Symposium will feature the following speakers: Dr. Matt Hoven, Dr. Roisin Coll, Archbishop Smith, Paul Corrigan and Ryan Ledene.</p> <p>Divisions will be encouraged to register 10 participants, with cross section representation from their education communities i.e. teacher, senior administration, trustee, GrACE member, religious ed consultant, religion teacher.</p>
	10.2.1.1 2023-2024 Faith Theme	<p>MOVED by Director Linda Ellefson that ACSTA adopt the theme “Courage to Lead” as its faith theme for the 2023-2024 school year.</p> <p style="text-align: right;">CARRIED</p>
	10.2.1.2 Provincial Faith Theme	<p>MOVED by Director Dawn Miller that the Board of Directors initiate a conversation with CCSSA, GrACE, Bishops of AB, NWT & Yukon about the concept of a provincial faith theme</p>

		to be used by CCSSA, GrACE and ACSTA school divisions, commencing 2026-2027. CARRIED
10.2.2	SPICE 2023 Retreat Evaluation	The Executive Director spoke to the attached 2023 SPICE and Blueprints Retreat Evaluation statistics. He reported that both events were extremely successful. The speakers for 2024 and 2025 are Roy Petitfils and David Wells respectively.
10.2.3	Blueprints 2023 Retreat Evaluation	
10.3	Finance Committee	
10.3.1	Report	Vice President Kelly Whalen spoke to the previously circulated Finance Committee Report.
10.3.2	Proposed 2024 Budget Notes	Vice President Kelly Whalen provided an overview of the proposed 2024 ACSTA Operating Budget Notes.
10.3.3	Proposed 2024 Membership Assessments	Vice President Kelly Whalen provided an overview of the proposed 2024 Membership Assessments. The proposal includes a 0% increase to the membership assessment formula for 2024. MOVED by Director Terry Harris that the proposed 2024 Membership Assessments be accepted, and further, that they be presented to the 2023 Annual General Meeting for approval. CARRIED
10.3.4	Proposed 2024 Operating Budget	Vice President Kelly Whalen provided an overview of the proposed 2024 Operating Budget. MOVED by Director Gerald Bernakevitch that the proposed 2024 ACSTA operating budget be accepted, and further, that it be presented to the 2023 Annual General Meeting for approval. CARRIED
10.3.5	Quarterly Financial Reports	MOVED by Director Gerald Bernakevitch that the quarterly financial reports for the period ended July 31, 2023, be accepted as information. CARRIED
		The Executive Director reviewed the previously circulated 2023 Year End Financial Forecast.
		MOVED by Director Andrew Gustafson that \$19,000 be transferred from the General Activities Reserve to the Special Activity reserve. CARRIED

		<p>MOVED by Director Dean Sarnecki that the ACSTA establish a US dollar account at Servus Credit Union.</p> <p style="text-align: right;">CARRIED</p>
		<p>MOVED by Director Terry Harris that the Board of Directors direct the Finance Committee to undertake a review of the Association’s financial reserves and bring forward a recommendation to the May 2024 Board of Directors meeting regarding the management of said reserves.</p> <p style="text-align: right;">CARRIED</p>
10.4 Governance Committee		
10.4.1	Report	<p>Governance Committee Chair Dawn Miller and Vice Chair Mary Martin highlighted the previously circulated Governance report.</p> <p>MOVED by Linda Ellefson that the Board of Directors endorse a Governance Summit for ACSTA members and invited guests to take place in the Edmonton area on October 14, 2023, and further that there be no registration fee.</p> <p style="text-align: right;">CARRIED</p>
	10.4.1.1 September 5, 2023 Governance Meeting Agenda	
	10.4.1.2 Governance Strategic Plan Timeline	<p>Governance Committee Chair Dawn Miller stated that the timeline has been updated with new dates.</p>
10.4.2	Policy GP#7 External Board Representation Policy Revision - First Reading	<p>MOVED by Director Dawn Miller that the proposed revisions to Policy GP#7 pass first reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Director Dawn Miller that the proposed revisions to Policy GP#7 be presented for second reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>MOVED by Director Dawn Miller that the proposed revisions to Policy GP#7 pass second reading.</p> <p style="text-align: right;">CARRIED</p>
10.4.3	Policy GP#8 Meetings of the Board of Directors Policy Revision-First Reading	<p>MOVED by Director Dawn Miller that the proposed revisions to Policy GP#8 pass first reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Director Dawn Miller that the proposed revisions to Policy GP#8 be presented for second reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>

		<p>MOVED by Director Dawn Miller that the proposed revisions to Policy GP#8 pass second reading.</p> <p style="text-align: right;">CARRIED</p>
10.5	Nominations Committee Report	Nominations Committee Chair Andrew Gustafson reported that the Committee has received two nominations for the elected officer positions. Kelly Whalen for President and Dawn Miller for Vice President.
10.6	Resolutions Committee Report	Resolutions Committee Chair Cathie Langmead stated that there are three resolutions coming forward to the AGM. The deadline for Boards to submit resolutions for consideration at this year's AGM is September 15, 2023.
10.7	Executive Director Selection Ad Hoc Committee	President Harry Salm referred to the previously circulated report. He stated that there has been significant interest in the Executive Director employment opportunity.
10.8	Succession Planning Committee	The Board discussed the purpose of the Succession Planning Committee. The Succession Planning Committee was directed to review its Terms of Reference and bring forward a report for discussion at the November Board meeting.
11. Representative Reports		
11.1	GrACE	GrACE Executive Director Kate Mallon provided a report to the Board on Thursday, September 7.
11.2	CCSTA	President Harry Salm highlighted the previously circulated CCSTA report.
11.3	CCSTA Endowment Fund	<p>Director Gerald Bernakevitch reported that the CCSTA Endowment Fund Committee disbursed \$107,000 to schools in provinces with no funding or partial funding for Catholic education.</p> <p>He congratulated Holy Family CSSD who won the 2023 Division Trophy Challenge for raising the most funds on a per student capita basis towards the Toonies for Tuition program. Directors were encouraged to continue with the fundraising efforts in their divisions towards this important initiative.</p>
11.4	ASBA Zone 7 (final report)	Director Dawn Miller will email the report to the Directors.
12. Liaison Reports		
12.1	ACSTA Liaison Bishop	ACSTA Liaison Bishop Archbishop Smith reported on the following initiatives that his office is working on: creating an assurance document regarding the Bishops, strengthening the process for a Bishop's visitation to schools, his plans to expand visits to parishes and institutions associated with

	the parish and to carry forward the Catholic Round Table.								
12.2 CCSSA	CCSSA President Paul Corrigan referred to the previously circulated CCSSA report. He stated that CCSSA will be reviewing options for its structure and constitution and looking at ways it can effectively collect information to support ACSTA’s advocacy efforts.								
13. In Camera									
13.1 Committee of the Whole Agenda	<p>MOVED by Director Vince MacDonald that the meeting move in-camera. CARRIED</p> <p>MOVED by Director Dean Sarnecki that the meeting move out of in-camera. CARRIED</p> <p>MOVED by Director Dawn Miller that the Board of Directors appoint an interim Executive Director for ACSTA as discussed. CARRIED</p>								
14. Key Messages	<p>The Board of Directors identified the following topics to share with local boards:</p> <ul style="list-style-type: none"> ● Cohort course offering for Newman Theological College Catholic Trusteeship Certificate Program ● Support for 2024 ACSTA Budget Proposal ● Presentation by GrACE Director Catherine Mallon ● Advocacy – meetings with MLAs re: Municipal Affairs Mandate Letter and the Catholic Districts Formation Process ● Review of the Association’s financial reserves <p>Information to share:</p> <table> <tr> <td>October 14</td> <td>Governance Summit</td> </tr> <tr> <td>November 16</td> <td>ACSTA Directors & Alternate Orientation</td> </tr> <tr> <td>November 17-19</td> <td>2023 ACSTA AGM & Convention</td> </tr> <tr> <td>February 9-10, 2024</td> <td>Catholic Education Symposium</td> </tr> </table> <ul style="list-style-type: none"> ● Reminder to submit Board resolution re: Opting Out of ASFF by September 30, 2023. ● Transportation funding form has been created. ● Roy Petitfils is the keynote speaker for the 2024 SPICE and Blueprints and may be available to speak to Boards before/after these events. 	October 14	Governance Summit	November 16	ACSTA Directors & Alternate Orientation	November 17-19	2023 ACSTA AGM & Convention	February 9-10, 2024	Catholic Education Symposium
October 14	Governance Summit								
November 16	ACSTA Directors & Alternate Orientation								
November 17-19	2023 ACSTA AGM & Convention								
February 9-10, 2024	Catholic Education Symposium								
15. Next Meeting	November 17, 2023 The Westin Edmonton								

16. Closing Prayer	Director Gemma Christie led the closing prayer.
17. Adjournment	The meeting adjourned at 4:58 p.m.