

LEARNING DISABILITIES ASSOCIATION OF ONTARIO

Minutes of the Board of Directors Meeting
 Monday, June 25, 2007 at 5:30 PM
 Toronto, Ontario

Present: Chaban, Howard, Cormier, Handley-Derry, Greco, Lyons, Sealy, Taber
 Regrets: DiPasquale, Kennedy, Lee

Absent: Boer, McLeod, Woloshyn

Staff: Karen Quinn

Agenda Item	Heading	Discussion	Action Item/ Task	Key Contact/ Lead	Completion target date
1	Call to Order	Meeting called to Order at 5:30 PM. Peter Chaban in the Chair.			
2	Approval of Consent Agenda	Mr. Chaban called for the motion.	MMS: Cormier/Taber Approved.		
	2.1 Agenda (and/or additions)	Mr. Chaban called for the motion.	MMS: Cormier/Taber Approved.		
	2.2 Board Minutes	Minutes of the Board Meeting April 16, 2007	MMS: Cormier/Taber Approved.		
	2.3 Committee Minutes	Minutes of the Adult Advocacy Committee March 31, 2007	MMS: Cormier/Taber Approved.		
	2.4 Committee Minutes	Minutes of the Legislation & Public Policy Committee April 16, 2007	MMS: Cormier/Taber Approved.		
	2.5 Committee Minutes	Minutes of the Operational Support Committee April 16, 2007	MMS: Cormier/Taber Approved.		

3	<p>Financial Update</p> <p>a) Draft audited statement March 31, 2007</p>	<p>The draft of the audited financial statement ending March 31, 2007 was circulated to Board members prior to the meeting.</p> <p>Peter Chaban raised concerns that Steve Lee had regarding the wording in the notes to the financial statement. LDAO needs to be very clear about how it addresses the deficit and the future direction re WBTT.</p> <p>The Board was advised that there will be a one year extension of the WBTT project to wrap up some of the deliverables but beyond July 31, 2008, there will be no further project funding for WBTT.</p>	<p>The Board directed that Mr. Lee and LDAO Financial Consultant Cynthia Zone discuss the wording and that any changes be brought back to the Executive Committee for final approval and then relayed on to the auditor in order to get a final copy for distribution at the AGM.</p> <p>MMS: Taber/Cormier That the Board accept the audited financial statement for the fiscal year 2006-07, and that the Executive receive any changes to the wording of the notes prior to asking the auditors for a final version to be presented at the AGM. Approved.</p>	Chaban/Lee/ Zone	July 2007
	b) 2007-2008 Budget	<p>The Board was given a copy of the proposed operational budget of the organization for this current fiscal year. WBTT expenses are not included in this budget, as it is a project.</p> <p>The Board had some questions about what made up some of the figures in the budget. In the absence of Mr. Lee, Karen Quinn was able to answer some of the questions.</p> <p>Active discussion ensued on the implications for losing WBTT funding in August 2008. The Board felt that it is important for the Ministry of Education to know how valuable a tool the WBTT is to teachers, in order to ensure that</p>	<p>The Board asked that the Financial Consultant and Treasurer present a budget for their consideration that includes the financial information about monies related to the WBTT project to March 31/08. They expressed appreciation for the fact that the budget presented showed what the financial requirements are to run the general operations of the Association as it allows them to consider what needs to be done in the next 9 months to ensure that monies are available to keep</p>	Zone/Lee	

		when the Ministry takes over next year, that they do not let the project die. We need a campaign for teachers and others to show that WBTT needs to continue in some form after August 2008, regardless of LDAO involvement or not.	the Association going in the future.		
4	Committee Reports/ Updates/ Discussion a) Adult Advocacy Committee	<p>Mr. Sealy will be stepping down as the Chair of this committee in October and Todd Cunningham as agreed to step into the Chair after the AGM.</p> <ul style="list-style-type: none"> • The Committee has continued to refine its Speaker's Bureau documents and will soon be ready to pilot a few presentations to interested parties. They will take feedback and make any changes necessary before putting it out to Chapters for their use in their communities. • The Adult Support Manual is being refined also. • Thanks to Mr. Sealy for his leadership on adult issues over the past 7 years on the LDAO board. • He will continue his work with LDAC to ensure that adult issues are addressed nationally. 			
	b) Legislation & Public Policy Committee	<p>Mr. Chaban provided an overview of the meeting held earlier in the day.</p> <ul style="list-style-type: none"> • The Committee heard from guest Mo Jacobs about his role to consult with interested parties about what needs to be done to fix the special education funding formula. He will report directly to the 			

		<p>Minister of Education and he has already met with a number of professional groups and there is a lot of common concern within all the parties about what needs to happen re:</p> <ul style="list-style-type: none"> ○ IEP's & accountability ○ How to reduce paperwork but not accountability for high risk students ○ Enveloping vs flexibility for use of special education funds ○ Issues re identification and labelling ○ Funding for support staff ○ Prompt access to assessments and ways to achieve that <p>The Committee continues to work with MACSE and other agencies who are working with or on behalf of people with LD</p>			
c) Operational Support Committee	<p>Ms. Howard provided an overview of the meeting held earlier in the day.</p> <p>The Committee has approved its Terms of Reference as required by the By-laws and Policies and presents it to the Board for approval.</p> <p>Update on Public Awareness Month 2007 – LDAC has advised all LDA's that due to staff shortages, they will not be providing information for the Oct 07 Campaign. Committee has discussed our options. We will build on the LDAC PACFOLD project – Putting a Canadian Face to LD</p> <p>Chapters have expressed their</p>	<p>MMS: Taber/Handley-Derry OSC Terms of Reference approved as amended.</p> <p>LDAO staff to meet and plan a theme name and a generic poster for chapters to use. We will also create several mat stories for circulation to local newspapers</p> <p>Committee will take the</p>	Quinn/Lloyd	Mid-August 2007	For first Board

	<p>frustration with the current LDAO Fundraising Policy, which has not been updated in over 10 years. There needs to be a new cooperation with chapters in fundraising matters in order to try to ensure the sustainability of both levels.</p> <p>Xentel acquisitions campaign is to start in September 2007 and chapters on this Committee have expressed their concern as this happens throughout the blackout period of time for all chapters funded by United Way and their contracts state that there will be no local fundraising done through direct mail or telemarketing during that period.</p>	<p>current policy and start draft revisions. There is a need to consult with the LDAO Fundraising Committee re their concerns also.</p> <p>LDAO staff is to acquire copies of as many United Way/Chapter contracts to see what the implications for chapters are. One idea is to write to all United Ways and explain that LDAO is not a member of United Way and our chapters should not be penalized for our need for fundraising. Board to be advised of the action taken.</p>	<p>Committee and LDAO Fundraising Committee</p> <p>Quinn/Howard</p>	<p>meeting after AGM</p> <p>Immediately</p>
d) Fund Development Committee	<p>Mr. Greco reported on activities to date:</p> <ul style="list-style-type: none"> • Sailing Ship special event was a great success, despite the weather earlier in the day – the proceeds will be split with LDA Niagara Region • A teachers package has been prepared by LDAO staff and is in review – will be offered as a pilot project in the 8 GTA boards first – all the funding to create this is covered by specific donations received <p>Mr. Greco advised the Board that Denise Harding, our Fund Development Consultant, has requested that her contract be amended to reflect ½ the time currently allocated to her for fundraising. The Executive Committee has accepted the proposal in principle. There are</p>	<p>LDAO staff will ask local chapters to supply us with information about their services which can be included in the package</p> <p>The Executive Committee needs to revise the current contract for Ms. Harding, which expired March 31, 2007</p> <p>The Executive Committee, in conjunction with a new ED,</p>	<p>Lloyd/Quinn/Clayton</p> <p>Executive Committee</p>	<p>September 2007</p> <p>Urgent</p>

		ramifications for this as Denise's time will solely allocated to corporate and foundation fundraising only so who is to do all the special events that she has been involved with in the past – the CEO Golf Tournament in Sept 07, Invest in Success events, workshop/ seminar series contemplated.	need to determine responsibility for the other areas of fundraising		
5	Business Arising a) LDAO Leadership Transition	An update was provided to the Board. The new ED position will be part-time and on a limited contract basis. Peter Chaban has met informally with both candidates and the process going forward will involve two other Board members doing the formal interviewing of both candidates. It is imperative that this process happen quickly as almost ½ of this fiscal year is already over. The Board went in-camera for a discussion regarding this item	Randolph Sealy and Carol Lyons will be the two Board people assigned to formally interview the two candidates. Any guidance from other Board members regarding questions to ask during the interview would be greatly appreciated.	Sealy/Lyons	July 2007
6	Adjournment	The meeting was adjourned at 8:00 PM			

Minutes of the Board of Directors Meeting
Monday, November 12, 2007
5:30 pm
Toronto, ON

Present: Pam Howard, Peter Chaban, Hellen Bogie, Glenn DiPasquale, Vinnie Greco, Susan Kennedy, Stephen Lee, Carol Lyons, Jay Mandarino, , Pawlett, Todd, Zinszer

Regrets: Mark Handley-Derry, Voula Michaelidis, Douglas Waxman

Staff: Denise Harding, Diane Wagner, Maggie Wygant, Cynthia Zone

Meeting called to order at 5:30 p.m.
Pam Howard in the Chair

Approval of the Consent Agenda: Greco/Lyons, Approved

Introduction and welcome of new board members by Pam.

Introduction of new Executive Director by Pam.

Maggie Wygant announced that the office will be closed for the Christmas holidays and that staff will be given the time with pay to acknowledge the extra time and responsibilities they assumed over the last year in the absence of an executive director.

Financial Update:

Steve Lee presented the financial statements for the 6 month period ended September 30, 2007. He explained the statement had been redesigned in a simplified format in which the Original WBTT grant is listed independently of the Current WBTT grant beginning in August 2007.

The Current WBTT grant is divided into two parts. The Bridging segment is for funds received in April and May of 2007. The additional \$600,000 grant monies for this fiscal year have yet to be received.

At September 30, 2007 LDAO shows an overall surplus of \$324,440. When the surplus was questioned by a board member Steve explained a new financial statement called the "Statement of Changes in Net Assets". It was presented with the Balance Sheet and Income Statement. The statement identifies Unrestricted and Externally Restricted Funds. Externally restricted funds relate to grant monies from the Ministry of Education and The Ontario Trillium Foundation.

At September 30, 2007, unrestricted funds consisted of an opening balance of \$236,568 (resulting from the change in accounting policy and an allocation of expenses to the Ministry of Education Original WBTT grant). For the six months ended September 30, 2007, revenue to the general operating fund exceeded expenses by \$16,042.

Externally Restricted funds at September 30, 2007 were \$262,144. All these funds pertain to the Ministry of Education WBTT Current Grant, except for \$3000 which is designated for Trillium. These funds are all designated project funds.

Steve Lee presented the Draft Budget for 2007-08 for approval. The original draft budget was revised following the September meeting with the Ministry of Education re: WBTT and therefore needed to go before the Board for the second time. Steve explained the accounting changes that had been made in response to the Ministry meeting.

Maggie outlined some of the aspects of the operating budget particularly in the area of revenue generation. The fundraising revenue for the year 2007-2008 is projected at an increase of 47% over the previous year from a total of \$307, 617 (including Nevada sales and Other) in 2006-2007 to \$451,000 in 2007-2008. Additional funding sources at the government level are being approached.

Bruce Todd recommended that LDAO try to make connections with Ministries other than the Ministry of Education for project funding.

Approval of 2007-2008 Budget: Lee/ Lyons, Approved

Committee Reports:

Adult Advocacy Committee

Diane Wagner reported that the AAC committee has a new chair, Todd Cunningham, who is not on the LDAO board, but that Bruce Todd has agreed to join the committee and act as a liaison with the board. Current projects of the committee include development of the Speakers Bureau project and disclosure brochures for employers and employees.

Legislation & Policy Committee

Peter Chaban reported that the meeting scheduled for the morning had been cancelled due to a scheduling conflict and the Ministry holiday. He explained to new board members that the role of the committee is to monitor and influence government policy and legislation through written responses and letters.

Operational Support Committee

Motion to change the name of the *Operational Support Committee* to *Chapter Support and Development Committee*: Lyons/Todd, Approved

Pam Howard reported that issues discussed in the meeting that morning included:

- Consideration of reopening the Hamilton chapter or merging with Halton
- Developing a self-monitoring checklist for chapters, with timing of what needs to be done when
- Recruiting new committee members, using a grid of skill sets and geographic areas to be covered

- Discussion of how to help struggling chapters
- Setting up ongoing support meetings for presidents and senior staff, e.g. in person at the AGM and by teleconference.
- Discussion of how to use money designated in the LDAO budget most effectively for outreach to chapters and training.

Fund Development Committee

Vinnie Grecco expressed the opinion that there ought to be potential for provincial government support from various Ministries, and thought that to get the ear of government we needed to identify how the organization has made a difference to people with LDs. There is also a need to raise our profile, possibly by using a well-known spokesperson for example David Onley, the new Lieutenant Governor, David Onley, to be honorary chair of LDAO. Maggie agreed to follow up with this.

Vinnie stated the need for someone with 'connections' and local contacts to chair the Fund Development Committee.

Fundraising Plan

A strategic fundraising plan for the year was distributed to all Directors (attached). Maggie emphasized the need for all Directors to be involved the fundraising effort and stated her expectation of 100% participation both in personal giving and in "getting" while at the same time recognizing that not everyone is capable of giving or getting at the same level. The important thing is that everyone participate. Maggie then ask Denise to explain the Directors' Holiday Campaign and all Directors agreed to participate by sending out letters. It was decided that Denise would be in touch with individual Directors to establish a process suitable to each Director.

In addition to the Directors' Campaign, LDAO will undertake an electronic campaign as well as a direct mail campaign to individuals on the database. Maggie announced that she had cancelled the contract with a telemarketing firm, without penalty, but confirmed that LDAO can keep the list of donors who had already made a donation. The reason for cancellation of the contract was due to the recent negative media attention to charities' use of telemarketing companies and in some instances Zentel was actually named. This decision also averts the problem of being in conflict with the United Way blackout period. The board supported this decision.

Maggie reported that part of the revenue projected is for an event in March from which we are hoping to raise a net of \$100,000. Some of the board members expressed some skepticism that we could raise \$100,000 from an event, especially in a short time period. Maggie pointed out that for that reason we are only projecting a net of \$50,000 for that event in the actual budget but are working toward the \$100K as a goal.

Denise also distributed copies of her Fundraising Report up to November 8, 2007 which shows additional fundraising received since the end of the second quarter (Sept).. (Attached).

Various board members offered ideas for public awareness, to increase fundraising. These included using personal stories like the Courage to Come Back campaign run by the Centre for Addiction and Mental Health (CAMH), producing documentaries, and using artwork created by individuals in correctional facilities.

New Business

- An updated board contact list will be distributed to board members
- The Executive Committee needs a vice-chair. Traditionally the vice-chair has gone on to be chair of the board. Maggie suggested that the Nominating Committee meet to discuss the position criteria and possible nominees.
- A new representative is needed for the LDAC board, which meets mostly by conference call. More information about the LDAC board will be circulated by e-mail. Susan Kennedy expressed an interest. Maggie agreed to circulate the information.
- New board members were asked to think about which board committees they would like to participate on.

Upcoming meetings

January 21, 2008 by teleconference

March 26, 2008, changed from April 16th to coincide with the fundraising event.

June 2, 2008, changed from June 25th

Adjournment

Meeting adjourned at 7:30 pm.

LEARNING DISABILITIES ASSOCIATION OF ONTARIO

Minutes of the Board of Directors Meeting
 Monday, January 21, 2008 at 5:30 PM
 By teleconference call

Present: Howard, Chaban, Lee, DiPasquale, Handley-Derry, Kennedy, Lyons, Pawlett, Todd, Waxman
 Regrets: Bogie, Greco, Mandarino, Michaelidis

Staff: Wygant, Quinn, Wagner, Zone

Agenda Item	Heading	Discussion	Action Item/Task	Key Contact/Lead	Completion target date
1	Call to Order	Meeting called to Order at 5:40 PM. Pam Howard in the Chair. Quorum was not reached at this time therefore the Chair moved those agenda items that did not require votes to be discussed first. However, the Board minutes reflect the discussions in the order they originally appeared on the agenda			
2	Approval of Consent Agenda	Ms. Howard called for the motion at 6:00 PM.	MMS: Lyons/Kennedy Approved.		
	2.1 Agenda (and/or additions)	Ms. Howard called for the motion.	MMS: Lyons/Kennedy Approved.		
	2.2 Board Minutes	Minutes of the Board Meeting November 12, 2007	MMS: Lyons/Kennedy Approved.		
	2.3 Committee Minutes	Minutes of the Adult Advocacy Committee November 17, 2007	MMS: Lyons Kennedy Approved.		
	2.4 Committee Minutes	Minutes of the Operational Support Committee November 12, 2007	MMS: Lyons Kennedy Approved.		

3	<p>Financial Update</p> <p>a) Executive Committee Meeting Jan. 21, 2008</p>	<p>This was a verbal report:</p> <ul style="list-style-type: none"> • Nominations Committee will meet Feb 5/08 to start looking at needs for the coming year – Ms. Howard received a letter of resignation from Cheryl Zinszer, due to personal commitments and accepted with regret. • Personnel – Ms. Howard advised the Board that several members of the Executive Committee had met with Ms. Wygant to discuss the extension of her contract as ED. As a result of that meeting, Ms. Wygant has accepted a one year contract as LDAO Executive Director. 	<p>A letter of regrets to be sent to Ms. Zinszer on behalf of the Board</p> <p>Board members expressed their thanks to Ms Wygant for her efforts to date to move the organization forward and their confidence that LDAO would continue to grow and prosper under her direction.</p>	Howard/ Wygant	Immediately
	<p>b) Financial Statement to December 31, 2007</p>	<p>Financial statements for the first 9 months were presented. Highlights:</p> <ul style="list-style-type: none"> • The WBTT budget in on track • The operating/administrative budget is currently in a deficit of \$24,000 – This is partly due to timing issues, as three significant events (2 workshops and the March breakfast) all occur in the last quarter. Our cash flow position will be fairly strong as long as these events are success and reach or exceed their targets. • LDAO Financial Consultant and staff are working on the 2008-09 draft budget at it will be ready for the March 2008 Board meeting. • LDAO has received notification that it was successful in a request for funds from the Ministry of Education for a project entitled The IEP Resource Project for Parents and Students – it is a two year grant, with \$27,000 payable by 	<p>Financial Consultant prepares a narrative for the Treasurer each statement and will forward a copy of that document to the Board after the meeting</p> <p>Draft ready for perusal mid February</p> <p>Ms. Wygant signed the contract today and advised the board that all the materials used will be the intellectual property of LDAO.</p>	<p>Zone/Wygant</p> <p>Zone/ All LDAO staff</p>	Immediately

		March 31, 08 and the balance of \$48,000 coming in 2008-09.	We must let the chapters know about this project	Howard/Quinn	As soon as possible
4	Committee Reports/ Updates/ Discussion a) Adult Advocacy Committee	Mr. Todd spoke to this Committee's work – the minutes outline some of the activities but in particular, the Speakers Bureau project is moving ahead, with the issue of ownership of the project still to be agreed upon.			
	b) Legislation & Public Policy Committee	<p>Mr. Chaban provided an overview of the meeting held earlier in the day.</p> <ul style="list-style-type: none"> At the last meeting of the Board, there had been interest expressed that the Board would like a regular update on what is coming out of the Ministry re legislation. An active discussion ensued. Lots of programs have been introduced in the past few years and now most of them are in the evaluation steps. Most programs seem to be focussing on evidence-based practices. It was suggested that LDAO form a partnership with the Hospital for Sick Children and the Provincial Demonstration Schools to develop a manual for teachers in special education on learning and teaching strategies for students with LD. When asked about parent and student input to this, it was suggested this might best be handled through the IEP project mentioned in the financial report. Colleges and Universities are basing their delivery of service on the LDA definition and our protocols. It is a concern that most of the school boards in Ontario are 	<p>Peter Chaban, Maggie Wygant and Diane Wagner will discuss this further and see if there is a possibility for striking a small working group to look at these issues and if there might be funding for such a project</p> <p>Bruce Todd mentioned that the Limestone Board had developed a resource manual for students with LD and he was asked to provide the LDAO office with a copy that could be used as a future guide.</p> <p>Dr. DiPasquale felt that we also needed to put aside any ideas of revisiting the definition at this time; that we need to square away our issues with LDAC re the definition process and get on with making sure more boards and the Ministry are using it.</p>	Chaban/Wygant/Wagner	Dependent on interest and availability of additional funds

	<p>d) Fund Development Committee</p>	<p>In the absence of Mr. Greco, Ms. Howard and Ms. Wygant updated the board of several revenue generating areas:</p> <ul style="list-style-type: none"> • Holiday donation mailing campaign. The Chair and ED thanked board members for participating in this fundraising campaign. It is still a little early to assess the results but the board will be kept abreast of the final results. • LDAO will be presenting 2 workshops (March 3 and April 4, 2008) as part of a series of educational workshops, aimed primarily at teachers. The Hospital for Sick Children has donated their auditorium for both workshops, and there is significant corporate sponsorship interest. Both workshops are expected to raise around \$10,000. • LDAO will hold a fundraising breakfast event March 27, 2008 at the Arcadian Court Restaurant. The topic will be Leadership and Learning. Jay Mandarino and Rob Richards will co-chair the event. We are seeking significant corporate sponsorship for the event and the Speaker expenses. Tables will be sold for \$2,500 and individual tickets for \$250. LDAO hopes to launch our Speaker's Bureau at this event and will provide a brochure for participants about this service • The issue of being able to sell the Web-based teaching tool (WBTT) to organizations other than other provincial ministries of education, e.g. private schools, was raised. 	<p>Board members and staff will be asked to supply the names of people who might be interested in attending and/or sponsoring this event</p> <p>LDAO is preparing a brochure to be put on the tables for this event. It will relate to adult employment issues and opportunities</p> <p>Mr. Chaban feels that we should not be too forceful about this right now as we are going for further funding for next fiscal, but he will</p>	<p>Harding/Board And staff</p> <p>Wagner/Lloyd/ Clayton</p> <p>Chaban/Lloyd</p>	<p>Urgent</p> <p>By March 17/08</p>
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			<p>Speak to Kate Lloyd about potential opportunities to repackage such a request.</p>		
5	<p>Business Arising</p> <p>a) Change of dates of board meetings</p>	<p>Due to issues of scheduling meetings that require budget reports and audited statements, two board meeting dates have been changed:</p> <p>April 7/08 is cancelled – it is replaced by a meeting March 26/08 that coincides with the Breakfast fundraiser the next day</p> <p>The date of the June meeting has been changed to June 23/08 in order for the 2008 audit to be completed and presented to the board for approval</p>			
	<p>b) LDAC representation</p>	<p>LDAC has requested that LDAO forward the name of their representative to the LDAC board for the coming year. Susan Kennedy has expressed an interest. The Board Chair thanked Ms. Kennedy for being willing to take this responsibility</p>	<p>Ms. Wygant will speak to Ms. Kennedy further and will forward her name to LDAC</p>		
	<p>c) AGM date</p>	<p>The AGM is scheduled for Saturday, October 18, 2008 in Toronto. The format is being developed by the Operational Support Committee. The Board will be kept apprised of details.</p>	<p>The Operational Support Committee is putting together a Plan of Action for 2008-09 which will include a training component at the 2008 AGM</p>	<p>Quinn/Wygant/Howard and OSC Committee</p>	<p>Initial draft for Chapter to be ready by March 6, 2008</p>
	<p>d) LDAO office space</p>	<p>Ms Wygant has spoken to the landlord and our plea for relief has fallen on deaf ears. Two outside parties have expressed interest in looking to share the space.</p>	<p>Ms. Wygant will meet with our tenant advisor to get a proper sense of what kind of rental fees would be appropriate if we were to be able to share the space with another group. She will meet with interested people</p>	<p>Wygant</p>	<p>Ongoing</p>
6	<p>Adjournment</p>	<p>The meeting adjourned at 7:35 PM</p>	<p>MMS: Waxman/Handley Derry</p>		