

Subdivision Report to the Ontario CEC Annual General Meeting

Ontario Pioneers Subdivision

Thursday, December 1, 2022

Objectives/Goals/Accomplishments:

1. Membership Growth and Retention
 - Name Change for International Pioneers - Ontario Pioneers provided input: results/CEC approval pending
 - Rationale: the name change is forward looking, visionary, and sums up the spirit of Pioneers
 - Membership drive to Past Ontario CEC Presidents/Board Members/15+ year members

2. Archival Guardianship/ Legacy
 - promote & preserve institutional memory
 - continue to build archival legacy
 - highlight Canadian presence and contribution to CEC
 - Rationale: Pioneer's have a wealth of history and experience to share; throughout many years, 'Pioneer' have served on numerous CEC committees, projects and initiatives in support of Special Education for our exceptional students; and Pioneers have witnessed the growth of Special Education through the lens of CEC
 - Celebrated Mary Scott, a Past President of Ontario CEC, on the occasion of her 100th birthday, which coincided with CEC's 100th anniversary

3. Leadership
 - Set goals/action plans for committees for 2022
 - Revised constitution and bylaws
 - Focussed on growth and rebuild within organization
 - Utilizing International Pioneer postcard as framework for our Ontario Pioneer goals
 - Rationale: Pioneers' postcard is an effective communication and outreach tool
 - Providing annual funding for the Yes I Can student awards
 - Supporting Yes I Can student awards by nominating recipients for provincial award



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Pioneers Subdivision

4. Advocacy

- Ontario Council for Exceptional Children (CEC) 66th Annual Special Education Conference
- Pioneers to volunteer and offer support at the 2022 Ontario CEC Conference
- Networking within the Subdivision
- Reach out to Ontario CEC and International
- Continue to support CEC initiatives, including: 100 stories, 'What CEC Means to Me,' Annual Special Education Conference, Book Club, CEC Pioneers Division postcard, and CEC publication, "TEACHING Exceptional Children"

Respectfully submitted,

Lynn Ziraldo, President

Ontario Pioneers Subdivision



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Committee Report to Annual General Meeting

Governance Committee

December 1, 2022

Committee Chair: Amy Shannon (Past President)

Members of the Committee: Donna Zuccato (President), Dr Sue Ball (Vice President), Cindy Perras (Conference Coordinator), Lynn Ziraldo (Board Advisor/Parliamentarian)

Objective of the Governance Committee:

To ensure that the policies and procedures of Ontario CEC are current and consistently applied, in accordance with the Constitution & By-Laws.

Committee Goals:

- **Governance documents to be reviewed by all committees and revised as required**
 - New Strategic Plan (2023-2025)
 - Constitution and By-Laws
 - Standing Committee Handbook
 - Policy and Procedures Handbook
- **Annual Update of list of Organizations and their Ontario CEC Liaisons**
 - Ontario CEC Membership Directory
- **Organization of the filing of Ontario CEC Archival Material**
 - Creation of an Archival Summary Sheet
 - Policies and procedures were written for use of Archival Summary Sheet
 - Resides with the Secretary. Copies with the Board Advisor and Governance Chair.
 - Annual review. Filing completed by December 31st.

Summary of Accomplishments:

- International CEC has developed and approved their new Strategic Plan (2022 - 2026). We have aligned our newly revised Strategic Plan (2023 - 2025) with theirs, keeping our Ontario Vision and Mission Statement, and Shared Beliefs our own. This new Strategic Plan is to be approved by the membership at our Annual General Meeting.
- The Constitution and By-Laws document was reviewed for 2022. No changes were required. This document has been posted on our Ontario CEC website for the membership to view, as well as placed into the shared Google Drive location for Board Member access.
- The Standing Committee Handbook has been reviewed and updated for 2022. Being an internal document, this is placed in our shared Google Drive location for Board Member access.
- The Policy and Procedures Handbook has been reviewed by all committees and is currently being revised and aligned with all governance documents. The section regarding the Student Activities Committee, Student Representative position and Student Chapters is undergoing an extensive updating process, due to growth and change that is occurring. As an internal document, this will then be placed in the shared Google Drive location for Board Member access.
- An Archival Summary Sheet has been developed to track all critical Ontario CEC documents that are required to be kept year to year, along with corresponding policies and procedures for its use. This includes financial documentation, Approved Board Minutes, records of historical importance, as examples. Copies of the Summary Sheet are retained by the Secretary, Board Advisor, and Chair of Governance. This document will be reviewed and updated on an annual basis as needed.
- The Governance Committee has initiated an Ontario CEC History Work Partnership with the Ontario Pioneers Subdivision. This came about in our archiving discussions and in follow up to the work the subdivision did for our 65th Anniversary last year contacting Past Presidents and Board members, as well as the gathering of records, pictures and memorabilia of historical significance ongoing.

Motions presented to the Board of Directors:

Date	Motion:
February 5	The Governance Committee moves that one current, singular, Member at Large position be extended for one additional year (2023), as proposed by the nominations committee to re-align the three terms as originally intended.
October 6	The Governance Committee, on behalf of the Student Activities Committee, moves that the Proposal for an <i>Ontario CEC Student Chapter</i> be approved by the Board of Directors.
October 12	The Governance Committee moves that the <i>Ontario CEC draft Strategic Plan 2023-2025</i> be accepted by the Board of Directors, to then stand for a vote of approval at our AGM December 1st, 2022.
December 1	The Governance Committee moves to remove the term “regions” from all Ontario CEC materials, including the website and social media use, for 2023. This practice will then be reviewed annually.

Recommendations for the next year:

1. To continue to ensure that the policies and procedures of Ontario CEC are current and consistently applied, in accordance with the Constitution & By-Laws.
2. To review the Constitution and By-Laws for any needed revisions.
3. To review and update the Standing Committee Handbook, particularly the section regarding the Student Activities Committee.
4. To review and update the Policy and Procedures Handbook.
5. To remove references to Regions in governance documents, Board documents and materials for 2023. Removal is due to the few number of Chapters currently, and to support our geographic diversity across the Province where there are no active chapters. This practice will continue to be reviewed annually.



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AGM Finance Committee Report

December 1, 2022

Committee Co-Chairs: Amy Shannon (Past President), Jim White

Members of the Committee: Cindy Perras (Conference Co-ordinator), Dr. Sue Ball (Vice President), Lynn Ziraldo (Board Advisor), Donna Zuccato (President)

Objective of the Finance Committee:

- To maintain consistent financial responsibility and to ensure organizational vitality for Ontario CEC.

Committee Goals:

- To provide good governance through proper financial reporting and accounting practices.
- To ensure timely completion of required financial reporting practices (completion of annual Financial Review, annual Charitable Report with CRA, and filing of the Annual Report on the Ontario Business Registry).
- To provide guidance to the Ontario CEC Board of Directors to ensure fiscal responsibility through the development and oversight of an annual budget).
- To respond quickly to the financial needs of Ontario CEC members as required.
- To prepare up-to-date financial reports in advance of Ontario CEC meetings.

Summary of Accomplishments:

- The Ontario CEC Annual Budget was reviewed regularly and presented at our Board of Directors meetings.
- To add clarity to the budget process, our Budget Rationale has been revised to include "Section G", which identifies various sources of revenue.
- We continued to work collaboratively with Baker Tilly accounting firm to prepare the annual Financial Review, file annually with CRA to retain charitable organization status and to receive the HST rebate, and to file an Annual Return on the Ontario Business Registry.
- Ontario CEC continues to transition from the use of traditional hard copy accounting practices to using QuickBooks online software.
- Chapter and Subdivision Professional Development Funds Application Form and Chapter Rebate Form have been updated and will be posted on the Ontario CEC website.

- Memorial Donation Information Sheet has been updated and will be available on the Ontario CEC website.
- Ontario CEC has moved from the traditional model of having one person appointed as Treasurer to a model with two persons, each appointed as Co-Treasurer, to allow for smoother succession planning.

Motions presented to the Board:

- Motion that the chapter rebate application form be revised, changing the date of submission to October 31 and further, that the form and documents be submitted to the membership chair
Moved by: Jim White
Seconded by: Cindy Perras
MOTION CARRIED: February 5, 2022
- Motion from Finance Committee to Approve the 2022 Budget
Moved by: Jim White
Seconded by: Donna Zuccato
MOTION CARRIED: August 27, 2022
- Motion from Finance Committee to appoint Amy Shannon as co-treasurer, effective September 1, 2022 - December 31, 2023
Moved by: Jim White
Seconded by: Cindy Perras
MOTION CARRIED: August 27, 2022

Recommendations for the next year:

- That Baker Tilly be retained as our accounting firm for the 2023 fiscal year (January 1, 2023 – December 31, 2023).
- That we continue to transition to QuickBooks Online accounting software for the 2023 fiscal year.
- That consideration should be given to assisting in the development of “Call for Proposal” guidelines/procedures as a tool to assist our organization in ensuring the use of cost-effective practices (e.g., selection of accounting firms/software, etc.).

Ontario CEC 2022 Annual General Meeting

Conference Committee Report

December 1, 2022

Committee Chair: Cindy Perras, Conference Co-ordinator

Committee Members: Amy Shannon, Immediate Past President; Donna Zuccato, President; Sue Ball, Vice President; Lynn Ziraldo, Board Advisor; Jim White, Treasurer; Hellen Bogie, Past President; Beth Kavanagh, Membership Chair; and Chad Downes

Objectives:

- To develop and recommend policies and regulations pertaining to the operation of the annual Ontario CEC Conference and to convey these policies and regulations to the Ontario CEC Board of Directors.
- To plan and execute the annual Ontario CEC Conference.

Responsibilities of the Conference Co-ordinator:

- Co-ordinate all logistical components of the conference, including site selection, contract negotiation, the Call for Presenters, speaker selection & program development, exhibits, conference promotion, online registration through Cvent, conference program booklet, silent auction, and volunteers.
- Maintain and update the Conference Manual.
- Annually submit a proposed budget to the Treasurer.
- Submit minutes of all meetings to president, secretary, and all committee members.

Committee Goals:

- **Annually review the following documents and revise as necessary:**
 - a. Constitution and By-Laws
 - b. Strategic Plan
 - c. Standing Committee Handbook
 - d. Policy and Procedures Handbook

- Create an annual special education conference that provides exemplary professional learning opportunities for Ontario educators and stakeholders
- Annually review registration rates for presenters, CEC members, students, retired CEC educators, and exhibitors.
- Give final approval to the theme of the conference, the format of the conference program, the main speakers and participants, the conference structure, and the conference budget.

Summary of Accomplishments:

- 2022 Ontario CEC Conference is an in-person event; to provide access to conference content, in consideration of educators who are unable to attend in person, select presentations will be recorded (special pricing TBD)
- The contract with the Marriott represents great value to Ontario CEC – no attrition on the guest room block and no food & beverage minimum
- Introduced multi-tiered levels of sponsorship; as of October 28, three bronze packages and one gold package had been purchased
- Created a spreadsheet that tracks conference revenue and expenses
- To reduce overall conference costs in 2022, a mobile app will not be purchased and instead, Cvent's conference website will be more effectively utilized; additionally, a simple paper program booklet will also be available

Motions presented to the Board:

- That Ontario CEC contract with the Marriott Eaton Centre for the 2023 Ontario CEC Conference
Moved by: Jim White
Seconded by: Cindy Perras
MOTION CARRIED: February 5, 2022

Recommendations for 2023:

- That the Conference Committee continue to explore avenues to increase revenue and sponsorship, and decrease costs
- Explore potential locations for the 2024 Ontario CEC Conference, through the RFP (Request for Proposal) process



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AGM Awards Committee Board Report

Date: December 1, 2022

Committee Co-chairs: Sue Ball and Donna Zuccato

Members of the Committee: Lynn Ziraldo, Amy Shannon, Cindy Perras

Objective of the Awards Committee:

To recognize the achievements of students with special needs and the accomplishments and exemplary practices of CEC members and other individuals and organizations for their service to CEC and/or individuals with special needs.

Committee Goals:

- Increase online submission of awards nomination forms and other documents by chapter awards chairs
- Update Provincial Awards Nomination Booklet
- Update Google nomination forms, media consent forms, folder organization
- Increase involvement of Past Presidents and Pioneers at Awards Luncheon
- Increase Yes I Can nominations from areas in Ontario outside of chapters
- Increase Yes I Can nominations from Pioneer and DADD subdivisions

Summary of Accomplishments:

- Provincial Awards Nomination Booklet updated March 2022
- Some Chapter Awards Chairs are now proficient with submitting nomination forms and other documents using online links
- Provincial awards for 13 Yes I Can student awards and 11 adult award recipients
- Provincial awards include 3 nominations from Ontario Pioneers subdivision from 3 different chapters and one nomination from the Division of Autism and Developmental Disabilities subdivision
- Some school districts in areas outside of chapters were sent communication regarding Yes I Can awards

Motions presented to the Board: None



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Recommendations for the next year:

- Provide Awards Nomination Booklet to Chapter Awards Chairs in January 2023
- Conduct Zoom meeting in January 2023 with Chapter Award Chairs regarding all aspects of the chapter and provincial awards nomination process
- Ongoing support to Chapter Awards Chairs for online submission process in their chapter and for provincial awards
- Increase communication about Yes I Can awards with school districts and other organizations outside of active chapters in January 2023

Committee Report to Annual General Meeting

Membership Committee

December 1, 2022

Committee Chair: Beth Kavanagh

Members of the Committee: Carmen Hall, Sue Ball, Cindy Perras, Linda Ismailos, Heather Kavsak, Chad Downes and Kathy Sutherland

Objective of the Membership Committee:

- To develop strategies and incentives to assist with membership recruitment and retention.
- To determine the eligibility of members with respect to voting privileges at the AGM to which he/she is entitled and to validate his/her credentials accordingly.

Committee Goals:

- To provide responsive communication with membership
- To maintain current membership numbers
- To increase membership numbers

Summary of Accomplishments:

- An Ontario CEC Members Map has been created and will be shared at the AGM
- Established with International CEC allowing members an “**exceptional**” “**opportunity to become a new member (or renew your membership) at a 50% discount off any category and level of membership. CEC provides differentiated rates for preservice and graduate students (starting at \$40 per year), paraprofessionals (starting at \$40 per year), professionals (starting at \$80 per year), and retired professionals (starting at \$45 per year) become a member, or renew, using discount code ON22CEC50. Note: CEC membership dues can be used as a professional association fee for income tax purposes.!**”
This information was communicated through Chapter Presidents and the Conference Brochure through C-Vent
- Encourage potential members to obtain memberships on line ontario.exceptionalchildren.org/ or by contacting CEC International via phone @

1- 888-232-7733

- Continue to provide giveaways for **new** members who register on site at the Conference in December
- Total of 124 Ontario CEC members as of October 23, 2022 this will be updated at the AGM
- During these unprecedented times it is even more important for educators to establish a network and remain current with research-based information. Below I have listed a few essential reasons to encourage an Ontario CEC membership:
 1. Access to our Annual Provincial Conference, its presentations and handouts.
Virtual conferences throughout North America
ontario.exceptionalchildren.org/
 2. YES, I CAN AWARDS is celebrated each year to recognize children and youth with exceptionalities. Staff, parents and local businesses are also recognized for their commitment in supporting, teaching and encouraging students with exceptionalities. Pictures and information are available ontario.exceptionalchildren.org/ under the Awards Tab.
 3. Ontario Council for Exceptional Children advocacy efforts as the organization provides feedback and input to the Ministry of Education, Ontario Human Rights Commission, amongst others, on issues that affect education in our province.
 4. Access to journal articles, member discounts on publications and events.
 5. Access to an online membership community where you can network with parents, special education educators, support staff, administrators, College and University professors. This is so important during virtual learning and the key to success and well-being.
- Important to communicate the above points when recruiting new members
- Actively working via email encouraging members to send proxies



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Recommendations for the next year:

- Continuation of the above projects with the goal of membership **recruitment and retention**.



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AGM Communications Committee Report

December 1, 2022

Committee Chair: Carmen Hall

Members of the Committee: Carmen Hall, Sue Ball, Cindy Perras, Linda Ismailos, Heather Kavsak, and Kathy Sutherland

Objective of the Communications Committee:

- To propose and undertake activities to foster effective communication within the Ontario CEC and International CEC.
- To have a role in maintaining and raising the visibility of CEC in the eyes of its members, the education community, parents, and the public in general.

Committee Goals:

- To provide a broader reach to members through new social media and website information: Website, Facebook, Instagram, Twitter, etc.
- To create a members-only area of the website to enable CEC Ontario to curate, promote, and incentivize membership

Summary of Accomplishments:

- Hosting of placement student in Spring 2022 to accomplish additional tasks
- Website review completed to meet AODA website compliance
- Social media processes established and tested. Social media presence and posts established and higher than previous years.
- Members' only site created and is being prepared to be published to the public.



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Motions presented to the Board:

None

Recommendations for the next year:

- Publish Members' Only site



Committee Report to Annual General Meeting

Student Activities Committee

December 1 , 2022

Committee Chair: Beth Kavanagh

Members of the Committee: Heather Kavsak & Lynn Ziraldo

Objective of the Student Activities Committee:

- Increase Student Memberships and create **one** Ontario Student Chapter including Colleges and Universities

Committee Goals

- Connect with a faculty representative at Ontario Universities and Colleges
- Start an Ontario Student Chapter

Summary of Accomplishments:

- 2 Brock Faculty advisors who are both CEC members and are actively assisting to promote student membership and are acting as advisors
- Board motion passed to focus on one Ontario Chapter
- First year student from Brock University and Heather Kavsak will share Ontario CEC Student Chapter information. A sign-up list for students interested in learning more has been circulated (35 students have signed up so far!!!!)
- Scheduled information session on **November 15 at 7:00 p.m.** to promote Ontario CEC, joining the Ontario CEC Student Chapter and the Conference
- Heather Kavsak to sit at the membership table to promote student membership at the conference

Recommendations for the next year:

- Continue to work toward building Ontario CEC Student Chapter
- Think of workshops/book clubs that could be offered for certificates to the students