

**OACA BOARD OF DIRECTORS MEETING MINUTES
FRIDAY, AUGUST 11, 2017 - PAGE 1**

**O A C A
BOARD OF DIRECTORS MEETING
FRIDAY, AUGUST 11, 2017**

PRESENT:

President	-	Denise Rundle
Vice-President	-	Christine Vigneault
Treasurer	-	Mark Hacon
Secretary	-	Susan Votour
Director	-	Kathy Lessard
Director	-	Allison Goodwin
Director	-	Robert Waind
Director	-	Paul Morand

REGRETS:

Director	-	Cathy McMunn
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The Board of Directors was given a tour of the conference facilities at the Nottawasaga Inn and Resort from 9:00 a.m. to 10:00 a.m.

1. CALL TO ORDER

Denise Rundle, President, called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

The agenda for the Board meeting was approved as circulated, as amended to include a conference call with Greenfield Services on August 10th.

3. ADOPTION OF MINUTES

MOVED BY: Robert Waind
SECONDED BY: Christine Vigneault

THAT the Minutes of the Board of Directors Meetings held June 4th and 7th, 2017 be adopted as circulated;

AND THAT the Draft Minutes of the Annual General Meeting held June 6th, 2017 be amended as discussed and brought back to a future Board meeting for adoption, in principle.

CARRIED

MOVED BY: Allison Goodwin
SECONDED BY: Robert Waind

THAT the Minutes of the Board of Directors Meeting held August 10th, 2017 be adopted as circulated.

CARRIED

4. COMMITTEES

EDUCATION COMMITTEE

-	Susan Votour
-	Robin Paquette
	Lee Anne Doyle

**OACA BOARD OF DIRECTORS MEETING MINUTES
FRIDAY, AUGUST 11, 2017 - PAGE 2**

- Lesson One of the updated Primer on Planning has been received from Aird & Berlis, reviewed by the Education Committee and returned, with comment, to Aird & Berlis.
- Lee Anne Doyle has been authorized by the Board as a marker for the Primer on Planning Course and AMCTO has been advised. Lee Anne will commence marking in September, 2017.
- The Board discussed the "Committee Member Training Video Series" and determined that:
 - A quote should be obtained from Edwin Inc. for the entire remainder of the series, for budgeting purposes
 - The video series will eventually be placed on the members-only side of the website and will be available for viewing for a fee to be determined.
 - The next instalment should be "Meeting Protocol"

FINANCE COMMITTEE - Mark Hacon
Paul Morand

- The June and July, 2017 Financial Statements were reviewed by the Board.
- The final invoice from Delta Ottawa for the 2017 Conference was reviewed by the Board.
- The Board discussed a need for a clear refund policy for conference registrations. This will be included in the Board Policies and Guidelines currently under development by the Governance Committee.
- Susan and Mark will coordinate with Meaghan with respect to the turnover of the financial records to Greenfield Services.
- Mark indicated that he still needs to send the donations returned by some of the conference speakers out to their selected charities.

NOMINATIONS COMMITTEE - Cathy McMunn

- No report.

GOVERNANCE COMMITTEE - Robert Waind
Kathy Lessard
Christine Vigneault

- The Governance Committee provided Draft Board Policies and Guidelines and an updated Strategic Plan/Business Plan for the Board's review. Comments are to be returned to a future Board meeting.
- Director's terms of office were determined by a random draw, as follows:

One Year Term: Robert Waind
Kathy Lessard
Cathy MacMunn

Two Year Term: Paul Morand
Mark Hacon
Susan Votour

Three Year Term: Denise Rundle
Christine Vigneault
Allison Goodwin

5. CORRESPONDENCE

- Letter from Ramara Township.

A letter from the Chair of the Committee of Adjustment of Ramara Township was reviewed by the Board.

MOVED BY: Mark Hacon
SECONDED BY: Robert Waind

That the letter received from the Chair of the Committee of Adjustment of Ramara Township is received as information and will be taken under consideration by the Board.

CARRIED

- Request for Refund (conference)

The Board discussed a request for refund received from a member and determined that the refund could not be provided in the circumstances.

6. SEMINAR – COBOURG

Christine Vigneault indicated that speakers had been difficult to obtain for the Cobourg Seminar but were now confirmed. Christine will work on the registration package, to be sent out to the membership as soon as possible. Contact will be made with the Best Western to confirm details and Cobourg staff will be contacted regarding looking after the registration table. Greenfield Services will be asked for a quote on printing the seminar materials. Allison Goodwin will provide a short presentation regarding the Niagara Falls Conference during lunch at Seminar. Cobourg Tourism has agreed to provide some items to the delegates and the Mayor of Cobourg is confirmed to open the Seminar.

7. CONFERENCE – NIAGARA FALLS

Denise Rundle and Allison Goodwin went to Niagara Falls in July to look at venues for the 2018 Conference and selected the Crowne Plaza due to its historical appeal and proximity to the falls. All Board Members were asked to actively look for speakers for Niagara Falls. Paul Morand indicated that he would look after the Companion Program. The theme for the conference will be tied to the historic nature of the venue.

8. SITE SELECTION FOR 2019 (and beyond)

Potential future locations for Seminar and Conference were discussed. Mark Hacon and Robert Waind agreed to investigate St. Jacob's for 2018 Seminar, in keeping with the "history" theme. Other venues discussed for future events were Sudbury, Muskoka and Killarney Mountain Lodge. The Board will request a proposal from the Nottawasaga Inn regarding the 2019 Conference. The membership will be canvassed at the Cobourg Seminar for ideas regarding venues.

11. UNFINISHED BUSINESS

- a. Newsletter – the Board determined that only the Seminar Registration Package would be sent out in August/September and that a full newsletter would be prepared for circulation in December. The December newsletter is targeted at informative content and Board members were asked to solicit articles for this publication.

**OACA BOARD OF DIRECTORS MEETING MINUTES
FRIDAY, AUGUST 11, 2017 - PAGE 4**

10. CONCLUDING BUSINESS

- a. Future Meeting Date(s)
 - i. October 23, 2017 (Cobourg) – 2. p.m. – 4 p.m.
- b. Resolution to pay meeting expenses.

MOVED BY: Robert Waind
SECONDED BY: Paul Morand

THAT the proper meeting expenses be paid.

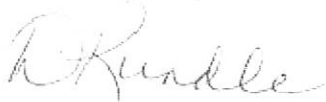
CARRIED

- c. Adjournment.

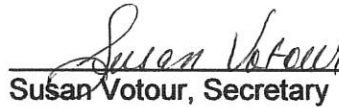
MOVED BY: Denise Rundle
SECONDED BY: Paul Morand

THAT the meeting be adjourned at 11:00 a.m.

CARRIED



Denise Rundle, President



Susan Votour, Secretary