

OACA BOARD OF DIRECTORS MEETING MINUTES
SUNDAY, JUNE 4, 2017 - PAGE 1

O A C A
BOARD OF DIRECTORS MEETING
SUNDAY, JUNE 4, 2017

PRESENT: President - Denise Rundle
 Vice President - Christine Vigneault
 Past President - Andreas Petersen
 Secretary-Treasurer - Mark Hacon
 Director - Kathy Lessard
 Director - Paul Morand
 Director - Susan Votour
 Director - Allison Goodwin

1. **CALL TO ORDER**

President Denise Rundle called the meeting to order at 2:00 p.m.

2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

3. **APPROVAL OF MINUTES**

MOVED BY: Mark Hacon
SECONDED BY: Kathy Lessard

"THAT the Minutes of the May 4th and May 5th Board meetings be approved as circulated.

CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS OF COMMITTEES**

a. Accreditation Committee

- i. Review new applications (if any) - No new applications for accreditation have been received since the May 5th Board meeting.

b. Seminar Committee

- i. Contact with Cobourg Staff - Susan Votour advised that she had contacted the Town of Cobourg and was advised that a staff member was attending the 2017 Conference. Susan indicated that she would make contact with this person during the Conference to discuss the Cobourg Seminar.
- ii. Speakers for Seminar - Susan Votour confirmed that Aird & Berlis were the only confirmed speakers for seminar at this time. Christine indicated that she would work on obtaining more speakers.

Christine indicated that the signed contract with the Cobourg Best Western was on the OACA laptop.

c. Education Committee

- i. Primer on Planning – Update – Susan Votour indicated that she had received correspondence from AMCTO wherein they declined to provide the additional \$50 requested by OACA per student for the course, but also offered to share the cost of

OACA BOARD OF DIRECTORS MEETING MINUTES
SUNDAY, JUNE 4, 2017 - PAGE 2

the course update provided that they would have input into the update of the material and provided that the course would be “co-branded” between AMCTO and OACA. The Board discussed this option and determined a response to AMCTO.

MOVED BY: Allison Goodwin
SECONDED BY: Christine Vigneault

"THAT Susan Votour is authorized to contact AMCTO and decline the offer as set out in their correspondence, and that the Primer on Planning Course would continue to be administered as per the current contract with AMCTO."

CARRIED

Susan Votour provided an update from John Mascarin of Aird & Berlis with respect to the course update. Mr. Mascarin indicated that the updated Lesson One of the course would be available for review by the OACA Board on June 30th as per the terms agreed upon in the Memorandum of Understanding.

- ii. Technical Advisory – Christine and Susan indicated that questions continue to be submitted and answered by the OACA Technical Advisory Committee.
- d. Finance Committee
 - i. Libro Credit Union Account Update – Mark Hacon confirmed that the transfer of signing authority for the OACA Current Account has been completed and he and Paul Morand are authorized to issue cheques on the account. Mark also indicated that he is set up to send e-transfers, however Libro Credit Union charges \$1.50 per e-transfer. The Board discussed this and felt that the cost of the e-transfer was comparable to the cost of stationary and postage. Mark confirmed that e-transfer is convenient and provides a reliable paper trail.
- e. Publicity & Website Committee
 - i. Greenfield Services – Website Update – Christine advised that Greenfield is working on the website update and has some sample web pages available for the Board to view.
 - ii. Newsletter Deadlines – Due to the late date of the 2017 Seminar (October 23rd/24th) the Board determined that the summer newsletter could be delayed until August.
- f. Site Selection Committee
 - i. Niagara Falls contract & contact person – From the records provided to it, the Board has been unable to determine if a contract has been signed with the Hilton in Niagara Falls for the 2018 Conference. Allison Goodwin indicated that she could contact the Hilton to ask if a signed contract existed. Allison also provided the results of her research into Niagara Falls hotels that were suitable for hosting an OACA Conference and reviewed three quotes that she had obtained which appeared to provide better value.

MOVED BY: Mark Hacon
SECONDED BY: Susan Votour

"THAT Allison Goodwin is authorized to contact the Niagara Falls Hilton in order to determine if a contract has been signed, and if there is no signed contract, Allison Goodwin is authorized to formal quotes from other Niagara Falls hotels for the 2018 Conference for review by the Board."

CARRIED

6. **CONFERENCE**

- a. 2017 Itinerary – review – The Board reviewed the itinerary provided by Allison Goodwin.
- b. Board Member Assignments – review – The Board reviewed the schedule of Board Member assignments (for introduction of speakers). Allison Goodwin advised the Board that in order to provide more time for the workshop, Board members were not required to read the entire biography of the speaker.
- c. Outstanding member conference expenses – All outstanding expenses are to be submitted to Mark Hacon for review and reimbursement.
- d. Minutes for Conference – Susan Votour offered to record the Annual Minutes.
- e. Sponsor, speakers and other thank you cards – Denise Rundle will send a letter to the sponsor and sign thank you cards to be included with the speakers' gift bags.
- f. Food partner (Y/N) – Denise Rundle advised that any leftover food from the conference would be donated to the Capital City Mission.
- g. Grace at meals (Y/N) – Denise Rundle suggested that given that this year is Canada's 150th and that the Conference is in Ottawa, it was appropriate for the delegates to stand and sing "O Canada" prior to the banquet, rather than to say grace.

7. **CORRESPONDENCE**

- a. The Board reviewed a request for the awarding of an Honorary Membership and determined that more specific criteria need to be developed regarding Honorary Membership. Christine Vigneault was asked to respond to the request and advise that an Honorary Membership was not available to the party in question at this time.

8. **NEW BUSINESS**

- a. Draft Policies and Guidelines – Kathy Lessard indicated that she has drafted Policies and Guidelines to be reviewed by the new Board at a future meeting.

9. **UNFINISHED BUSINESS**

- a. OACA Facebook/Twitter accounts – This item was carried forward for consideration by the new Board.


10. **CONCLUDING BUSINESS**

- a. Future Meeting Date(s)
 - i. June 7, 2017 (Ottawa)
- b. Resolution to pay meeting expenses.

MOVED BY: Susan Votour
SECONDED BY: Paul Morand

"THAT the proper meeting expenses be paid, and that the meeting be adjourned at 4:00 p.m."

CARRIED


Denise Rundle, President


Susan Votour, Recording Secretary