

O A C A  
BOARD OF DIRECTORS MEETING  
THURSDAY, NOVEMBER 30, 2017  
FRIDAY, DECEMBER 1, 2017

**PRESENT:**

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

**REGRETS:**

Director	-	Cathy McMunn
Director	-	Allison Goodwin

1. **CALL TO ORDER**  
Denise Rundle, President, called the meeting to order at 6: 49 p.m.

2. **APPROVAL OF AGENDA**

**MOVED BY:** Robert Waind  
**SECONDED BY:** Christine Vigneault

THAT the agenda for the Board of Directors Meeting on November 30 & December 1, 2017 be approved.

**CARRIED**

3. **ADOPTION OF MINUTES**

**MOVED BY:** Mark Hacon  
**SECONDED BY:** Paul Morand

THAT the Minutes of the Board of Directors Meeting held October 23, 2017 be adopted, as amended.

**CARRIED**

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS OF COMMITTEES**

EDUCATION COMMITTEE

-	Susan Votour
-	Robin Paquette
	Lee Anne Doyle

- There are 49 students enrolled in the Primer on Planning Course for the fall, 2017 term. The exam for the course will be written in mid-December.
- The markers are receiving positive feedback from students taking the course.

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- Aird & Berlis has delivered drafts of Lessons Two and Three of the updated Primer on Planning Course. Lesson Three is ahead of schedule and Aird & Berlis advises that they will deliver Lesson Four by the end of January. The Education Committee will review Lessons Two and Three and provide comments back to Aird & Berlis over the next month. The update will include reference to all current and pending legislation.
- The Technical Advisory Committee is answering questions. Ian Clendenning of the Town of Minden Hills has volunteered to serve on the Technical Advisory Committee. Christine Vigneault indicated that she is working with Greenfield Services to have the TAC questions go directly to the TAC members rather than through Greenfield.
- The "Committee Member Training" Video series is under development. The Board suggested that a "trailer" containing clips from the videos be available at the 2018 Conference which will indicate that the series will be available "at cost". The scripts for the videos will be reviewed by the Education Committee and by Christine Vigneault prior to production.
- Two new applications for accreditation for the ACST(A) designation have been received since the last Board meeting:
  - Jaime Hope of the Town of Richmond Hill
  - Kirstin Jensen of Niagara Falls
- Both candidates meet the criteria for the ACST(A) designation. Certificates will be prepared, signed and mailed to the applicants as soon as possible.

**MOVED BY:** Susan Votour  
**SECONDED BY:** Robert Waind

THAT the applications of Jaime Hope and Kirstin Jensen for the ACST(A) accreditation be approved.

**CARRIED**

**FINANCE COMMITTEE** - Mark Hacon  
Paul Morand

- The Libro Credit Union account has been closed and all remaining funds have been transferred to the Royal Bank account.
- Financial Statements will be available mid-December from Greenfield Services.
- The Treasurer is finalizing the 2017 Seminar financial statement.
- The Treasurer will prepare a budget for 2018 and circulate for review by the Board.
- Susan was asked to provide Mark with the contracts/quotations from Aird & Berlis and Edwin Inc.
- Mark asked for a sample of previous budgets that had been prepared.
- Greenfield Services has advised that the last two years' financial statements are required by the Royal Bank in connection with the credit card application.

**MOVED BY:** Robert Waind  
**SECONDED BY:** Mark Hacon

THAT Greenfield Services is authorized to forward the OACA annual financial statements for 2015 and 2016 to Royal Bank of Canada in connection with the Association's credit card application.

**CARRIED**

**NOMINATIONS COMMITTEE - Cathy McMunn**

- The draft December, 2017 newsletter contains information with respect to the new election procedures relating to the staggered terms.
- A Nomination Form is available on the website. Nominations will also be accepted from the floor.
- The website has been updated to show the staggered terms of the current Board members and to detail what positions will be open for re-election in 2018.

**GOVERNANCE COMMITTEE - Robert Waind  
Kathy Lessard  
Christine Vigneault**

- The Board reviewed the Strategic Plan as prepared by the Governance Committee and suggested some minor edits.

**MOVED BY:** Robert Waind  
**SECONDED BY:** Paul Morand

THAT the Strategic Plan be approved as amended;

AND THAT the Strategic Plan, as amended, shall be posted to the Association's website as soon as possible.

**CARRIED**

- The draft Policies and Procedures were reviewed and edited in detail by the Board. Kathy Lessard will make the appropriate edits and circulate the final Policies and Procedures to the Board by email for an electronic vote by the end of 2017. Once approved, the Policies and Procedures will be posted to the website.

**6. CONFERENCE – NIAGARA FALLS**

- Alison has provided a draft budget for the Niagara Falls conference.
- Paul has a budget for the Companion Program from Alison and is working on the Companion Program. The liquor license has been applied for with respect to the Hospitality Suite.
- Denise advised that she may have a party interested in contributing to the Hospitality Suite.
- The Board discussed raising the conference registration fees for the 2018 conference in order to assist in cost recovery. The conference registration fees have not been increased in some time and are low compared to fees being charged by other similar Associations. This item was tabled to the March meeting.
- The Board discussed cost recovery for enhanced conference events, including enhanced content.
- Alison has also prepared a Sponsorship Request Form which can be used by all members to solicit sponsorship for the conference. Alison is working on a list of parties to be contacted with respect to sponsorship.

**MOVED BY:** Mark Hacon  
**SECONDED BY:** Robert Waind

THAT the Sponsorship Request Form be mailed to the selected recipients as soon as possible.

**CARRIED**

**7. SITE SELECTION**

- Mark has obtained a draft contract from the Holiday Inn Guelph with respect to the 2018 Fall Seminar. The contract will be circulated electronically to the Board for review.
- Staff of the Holiday Inn Guelph provided a brief tour of the venue to the Board members.
- A location is needed for the 2019 Conference. Greenfield Services will be asked to provide contacts in Sudbury in order that the Board can follow up on Sudbury as a potential location.
- It was mentioned that no event has been held in the far southern regions of the province since Leamington. Potentially Windsor, Sarnia or Chatham could be looked at as a seminar location in the next few years.

**8. DECEMBER NEWSLETTER**

- Christine had provided the draft December newsletter to the Board for comments. Any comments should be forwarded to Christine ASAP as the target date for mailing is in the next two weeks.
- Susan is to provide an instalment of "Municipality of the Month" to Christine for inclusion in the newsletter.
- The membership form for 2018 will be inserted into the newsletter as a loose insert.

**9. ASSOCIATION MANAGEMENT SERVICES**

- Denise and Christine had a conference call with Meagan of Greenfield Services in order to discuss mutual expectations. A list of items was agreed upon for follow up.
- An introduction of Greenfield Services has been included in the December newsletter in order that the membership may become familiar with the Association's management company.
- To date, Greenfield Services has updated the Associations' website, obtained all of the records of the Association for maintenance and storage, made online payments available for registrations and membership fees, and opened a new bank account at a chartered bank. Greenfield is dealing with the day-to-day management of the Association's business.

**10. NEW BUSINESS**

- The Board discussed increasing the membership fees for 2018 since no increase was made in 2017.

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**MOVED BY:** Denise Rundle  
**SECONDED BY:** Paul Morand

THAT the fee for Full Membership for 2018 shall be raised by \$10 to \$130;

AND THAT the fee for Associate Membership will remain at \$130.00.

**CARRIED**

- Robert Waind suggested that the Board Meeting Agendas should include the item "Declaration of Conflict of Interest". The Board concurred and the Secretary was instructed to include this item on all future Board Meeting Agendas.

**11. UNFINISHED BUSINESS**

- Christine has obtained a quote of approximately \$1,000 for printing the newsletter from Greenfield Services. This is in keeping with past costs for the newsletter.

**12. CONCLUDING BUSINESS**


- a. Future Meeting Date(s)
  - i. March 1 & 2, 2018 – GTA – Greenfield Services will be contacted to see if they have contacts for an economical meeting space near the 400/401.
- b. Resolution to pay meeting expenses.

**MOVED BY:** Christine Vigneault  
**SECONDED BY:** Robert Waind

THAT the proper meeting expenses be paid

AND THAT the meeting be adjourned at approximately 11:40 a.m.

**CARRIED**

  
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Denise Rundle, President

  
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Susan Votour, Secretary