

O A C A  
BOARD OF DIRECTORS MEETING  
MONDAY, OCTOBER 23, 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
Director	-	Cathy McMunn

1. **CALL TO ORDER**

Denise Rundle, President, called the meeting to order at 2:12 p.m.

2. **APPROVAL OF AGENDA**

**MOVED BY:** Robert Waind  
**SECONDED BY:** Cathy MacMunn

THAT the agenda for the Board of Directors Meeting on October 23, 2017 be approved.

**CARRIED**

3. **ADOPTION OF MINUTES**

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

THAT the Minutes of the Board of Directors Meeting held August 11, 2017 be adopted, as amended.

**CARRIED**

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

THAT the Minutes of the Board of Directors Meeting held August 22, 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

**OACA BOARD OF DIRECTORS MEETING MINUTES  
MONDAY, OCTOBER 23, 2017 - PAGE 2**

- Lesson One of the updated Primer on Planning has been finalized. Aird & Berlis will provide a draft of Lesson Three shortly for review by the Committee.
- The Technical Advisory Committee is answering questions. Questions are currently being relayed by Greenfield Services. It was determined that the questions should go directly to TAC rather than through Greenfield.
- One new application for accreditation for the ACST(A) designation was received from Danielle Barranger of Bradford-West Gwillimbury.

**MOVED BY:** Susan Votour  
**SECONDED BY:** Alison Goodwin

THAT the application of Danielle Barranger for the ACST(A) accreditation be approved.

**CARRIED**

- As requested by the Board at the August 11, 2017 meeting, a quotation was obtained from Edwin Inc. for the entire remainder of the "Committee Member Training" Video series.

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

THAT Susan Votour is authorized to proceed with the "Committee Member Training" video series up to a maximum expenditure of \$5,700.00 + H.S.T. in accordance with the quotation received from Edwin Inc.

**CARRIED**

FINANCE COMMITTEE - Mark Hacon  
Paul Morand

- The August, September and October (to date) financial statements were reviewed by the Board. Separate statements were prepared for the Libro and Royal Bank accounts.
- Mark advised that there are no outstanding cheques on the Libro account but that the account remains open in the event that any cheques are required to be written for seminar. Following clearing any further cheques, the Libro account will be closed and any remaining balance will be transferred to the Royal Bank Account. Board member expenses should be sent to Mark for approval and submission to Greenfield for payment.
- Mark has prepared a draft final report for the 2017 Conference which indicates the anticipated net loss. Mark suggested that Director's travel expenses should not be charged as Conference expenses since they relate to the Board meetings. Susan will assist in finalizing the report and circulating it to the Board.
- The Association continues to be in a strong financial position.

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

THAT the Treasurer's report be accepted as presented.

**CARRIED**

**OACA BOARD OF DIRECTORS MEETING MINUTES  
MONDAY, OCTOBER 23, 2017 - PAGE 3**

NOMINATIONS COMMITTEE - Cathy McMunn

- No report.
- Cathy will work with Christine and Meaghan to update the website to show the staggered terms of the current Board members and what positions will be open for re-election in 2018.

GOVERNANCE COMMITTEE - Robert Waind  
Kathy Lessard  
Christine Vigneault

- The Governance Committee had previously 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. The name "Business Plan" will be removed as it is not applicable.
- The Committee will work on splitting the various items out of the policies and plan so that they can be dealt with one at a time either through email or at future meetings. In particular a Code of Conduct should be signed off on by all Board members. The intent of the Board is to have the policies and plan finalized prior to the Niagara Falls conference and available on the website.
- Robert Waind reported that there is no benefit of incorporation to the Association at this time. Directors are covered by the Association's liability insurance policy. Once the Association incorporates, there are various annual filings that would need to be dealt with, adding to the administrative burden. The Association should be able to obtain a credit card without being incorporated.

**6. SEMINAR**

- Christine provided an update regarding the seminar in Cobourg and assigned Board members to introduce speakers.

**7. CONFERENCE – NIAGARA FALLS**

- Alison provided an update regarding the Niagara Falls conference and requested that each Board member provide suggestions for speakers and topics.
- Paul will organize the companion program.

**8. ASSOCIATION MANAGEMENT SERVICES**

- Christine reported that the new website is up and running and that online payments are now available. Approximately 80% of those registering for seminar used online payments.
- A status update letter provided by Greenfield Services was reviewed by the Board.
- Denise and Christine will arrange a conference call with Meaghan of Greenfield Services to discuss the services provided to date and mutual expectations.
- All contact to Greenfield should go through Christine, other than Mark, as Treasurer, may contact them directly as needed.

**9. CORRESPONDENCE**

- A letter was sent to Ramara Township responding to their letter reviewed at the August Board meeting. No further correspondence has been received to date.

**OACA BOARD OF DIRECTORS MEETING MINUTES  
MONDAY, OCTOBER 23, 2017 - PAGE 4**

**10. NEW BUSINESS**

Christine requested the Board's approval to renew the subscription to AMCTO's Ontario Municipal Directory.

**MOVED BY:** Susan Votour  
**SECONDED BY:** Alison Goodwin

THAT Christine Vigneault is authorized to renew the subscription to AMCTO's Ontario Municipal Directory at a cost of approximately \$300.00.

**CARRIED**

**11. UNFINISHED BUSINESS  
DECEMBER NEWSLETTER**

- The Board was reminded to look for articles to be reprinted in the December newsletter. The deadline for submission is the end of November, 2017. Christine will circulate an email that she has drafted that can be sent to authors of articles requesting permission to reprint in the OACA newsletter.

**SITE SELECTION**

- Mark reported that St. Jacob's does not have a facility suitable to host the 2018 Fall Seminar. Mark and Robert will check alternative locations for the 2018 Fall Seminar.
- Mark will ask Meaghan to look into facilities in Sudbury for the 2019 Conference and report back to him.

**12. CONCLUDING BUSINESS**

- a. Future Meeting Date(s)
  - i. November 30, 2017 – Guelph – to be confirmed and booked by Mark
- b. Resolution to pay meeting expenses.

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

THAT the proper meeting expenses be paid

AND THAT the meeting be adjourned at 4:03 p.m.

**CARRIED**

  
Denise Rundle, President

  
Susan Votour, Secretary