

O A C A

BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 16, 2017

PRESENT:

President	-	Denise Rundle
Vice President	-	Christine Vigneault
Past President	-	Andreas Petersen
Director	-	Kathy Lessard
Director	-	Paul Morand
Director	-	Susan Votour

**PRESENT VIA
TELECONFERENCE:
(part of meeting
as noted)**

Director	-	Allison Goodwin (joined meeting at 7:30 p.m.)
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REGRETS:

Secretary-Treasurer	-	Linda Gavey
Director	-	Mark Hacon

1. **CALL TO ORDER**

President Denise Rundle called the meeting to order at 6:36 p.m.

2. **APPROVAL OF AGENDA**

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

"THAT the agenda for February 16 and 17, 2017 be approved as amended to move the 2017 Conference Budget and PayPal items from the Finance Committee section to the Conference Committee section."

CARRIED

3. **APPROVAL OF MINUTES – NOVEMBER 17 & 18, 2016**

MOVED BY: Susan Votour
SECONDED BY: Kathy Lessard

"THAT the minutes of November 17 & 18, 2016 be approved as circulated."

CARRIED

4. **APPROVAL OF TREASURER'S REPORTS – November and December, 2016 and January, 2017**

MOVED BY: Andreas Peterson
SECONDED BY: Susan Votour

"THAT the Treasurer's Reports for November and December, 2016 and January, 2017 be approved as circulated."

CARRIED

5. REPORTS OF COMMITTEES

Accreditation Committee – Linda Gavey

Accreditations Rachel Cogar – ACST
Tony Huguenin – ACST Renewal
Michelle Kelly – ACST Renewal

MOVED BY: Christine Vigneault
SECONDED BY: Kathy Lessard

"THAT the Accreditation Report be approved as circulated."

CARRIED

Conference Committee

Allison advised that speakers are confirmed for the conference and that due to the number of speakers, some may only present once.

Allison advised that she will assemble the conference binders at home but will require the assistance of a few Board members on Saturday, June 3rd to assist in putting the delegate bags together. Denise, Kathy and Christine agreed to arrive in Ottawa on June 3rd to assist and indicated a willingness to share accommodation to save on the cost of the hotel rooms.

Various details relating to the 2017 Conference were discussed including the Companion Program, presenter gifts, the wine and cheese reception, choices of delegate bags, "swag" for the delegates, Monday night activities for the Conference Delegates and Companions, presenter expenses and the scheduling of the plenary session.

The subject of requesting corporate sponsorship and/or donations was discussed. It was decided that letters requesting corporate donations would be sent out after the Conference Package. Denise will draft the letter and Christine will assist with assembling the recipient list and organizing the mailout (via regular mail and/or email). Denise requested that any donations received in response to the request should be shown as a separate item on the Financial Statements such as "Corporate Donations" in order that the Board can monitor the success of this outreach.

The Board discussed setting up a PayPal account and determined not to proceed with it at this time. Donations can be made via email money transfer or by cheque.

Christine presented the draft Conference Package which she plans to send out to the members within the next week or so. Christine asked Denise to provide a brief welcome from the President for inclusion in the newsletter.

Andreas advised that for those Board members travelling any distance to Ottawa, it is cheaper to rent a car for three or four days that includes unlimited mileage, rather than to submit for mileage to and from Ottawa.

The Board discussed the 2017 Conference Fees for members and non-members.

MOVED BY: Christine Vigneault
SECONDED BY: Andreas Peterson

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"THAT the 2017 Conference Fee for Members shall be increased by \$20 over the 2016 fee, and that the Conference Fee for Non-Members shall be increased by \$30 over the 2016 fee."

CARRIED

Seminar Committee

The 2017 Seminar will be held at Cobourg on October 2nd and 3rd. The venue is booked. Susan and Christine will start working on speakers for the seminar.

Education Committee

Primer on Planning

Susan advised that there are approximately 80 students enrolled in the Primer on Planning Course for the Winter, 2017 term.

As requested by the Board, Susan contacted Leanne Doyle for a quote to update the "Primer on Planning". Leanne Doyle had indicated that she was not able to complete the update of the course by the Fall of 2017.

The Board discussed the other two quotes that had been presented by Susan at the November 2016 meeting and directed Susan to follow up further to refine the quote provided by John Mascarin. In addition to the major update, Susan was directed to inquire regarding the cost of an annual "maintenance fee" for the annual monitoring and updating of the course materials.

The Board discussed the delivery of the course via AMCTO. Susan suggested that a formal letter should be sent to AMCTO requesting a review of the delivery of the Primer on Planning course as a part of their 2018 budget process. Susan was directed to draft a letter to AMCTO for review, approval and signature by Denise.

Training

The Board was not aware of any scheduled training sessions at this time.

Susan presented a ten-minute educational video entitled "The Site Visit" which is intended to be part of a series of six training videos targeted at Committee Members. The proposed series of videos would include the following titles: "A Planning Overview", "Consents", "Minor Variances", "The Site Visit", "Meeting Protocol" and "Conflict of Interest". Susan presented quotations from The Edwin Group (producer of "The Site Visit") for further videos in the series. The Board indicated support for the project in principle but felt that the Primer on Planning update, as well as other current financial commitments, must take priority over the training video project at this time. Susan was directed to continue to write the scripts for the remaining videos in the series. Susan indicated that she felt that the video footage already shot would be sufficient for completion of the remaining five videos.

Technical Advisory Committee

Susan advised that the TAC committee members are still receiving questions and issuing responses. Christine suggested that if the TAC questions are straightforward, it may be more efficient for the TAC member currently responsible for sending out the TAC answers to simply answer the question and copy the other members. (The TAC members answer questions on a rotational basis, quarterly.)

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Finance

The Board discussed alternative software for accounting. Christine was reminded to contact the Association's financial institution to complete her setup as a signing authority on the bank account.

Legislation Committee

Andreas advised that he recently attended a session on OMB Review. No report.

Nominations/Resolutions

Nominations

No report.

Resolutions

Kathy noted that there may be changes to the Association's Constitution and By-laws arising from the recommendations of The Accountability Group. If so, sufficient advance notice of any changes that the Board wishes to bring forward to the 2017 plenary session will need to be given in accordance with the Association's regulations.

RESOLUTION TO ADJOURN

MOVED BY: Kathy Lessard
SECONDED BY: Andreas Petersen

"THAT the meeting be adjourned at 9:05 p.m."

CARRIED

O A C A
BOARD OF DIRECTORS MEETING - OPEN SESSION
FRIDAY, FEBRUARY 17, 2017

PRESENT:	President	-	Denise Rundle
	Vice President	-	Christine Vigneault
	Past President	-	Andreas Petersen
	Director	-	Kathy Lessard
	Director	-	Paul Morand
	Director	-	Susan Votour
PRESENT VIA TELECONFERENCE: (parts of meeting as noted)	Director	-	Allison Goodwin (joined meeting at 8:45 a.m., left at 12:00 p.m.)
	Secretary-Treasurer	-	Linda Gavey (joined meeting 8:45 a.m. – 10:25 a.m. and 11:30 a.m. – 1:00 p.m.)
REGRETS:	Director	-	Mark Hacon
GUEST:	Consultant	-	Lyn McDonald, The Accountability Group (9:00 a.m. to 12:00 p.m.)

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1. **CALL TO ORDER**

President Denise Rundle called the meeting to order at 8:30 a.m.

2. **REPORTS OF COMMITTEES**

Resolutions Committee (continued)

Presentation - The Accountability Group

Lyn McDonald of The Accountability Group made a presentation to the Board. The presentation included the following topics:

- Introduction and Goals
 - Appreciative Warm-up
 - Board Survey Results
- OACA Governance
 - Status as an Organization
 - Good Governance and policy recommendations
- Structure and Function of OACA
 - Board set up
 - Strategic ambition questions
 - Operation and workflows
 - Alternatives
- Tone and Culture
 - Agenda and Management
- Next Steps

Recommendations of The Accountability Group

The recommendations of the Accountability Group and sample policies are contained in the handouts attached as Appendices A, B, C and D to these Minutes.

Additional verbal recommendations of The Accountability Group included the following:

- OACA may consider changing its name to something less 'boring' for marketing reasons;
- OACA may consider electing only Directors, with the choice of officers (President, Vice-President, etc.) to be made by the newly elected Board at the first Board meeting;
- The OACA Board needs to do more to encourage volunteering and involvement by the members with the business of the Association.

Linda Gavey left the meeting at 10:25 a.m.

ADJOURN TO CLOSED SESSION

At 10:25 a.m. the meeting adjourned to a closed session for purposes of the discussion of HR matters related to the Secretary-Treasurer role and position.

RECONVENE TO OPEN SESSION

At 11:30 a.m. the meeting reconvened to open session.

Linda Gavey rejoined the meeting at 11:30 a.m.

Lyn McDonald of The Accountability Group left the meeting at 12:00 p.m.

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Publicity & Website Committee

Christine advised that the conference edition newsletter will go out next week.

Site Selection Committee

Linda requested a decision regarding the Hospitality Suite for Niagara Falls for the 2018 Conference. The Board deferred this to a future meeting

3. CORRESPONDENCE

None.

4. NEW BUSINESS

None.

5. UNFINISHED BUSINESS

- (a) Work Program – Removed from Unfinished Business, this is ongoing.
- (b) Thank You Cards – Removed from Unfinished Business, this item has been dealt with.
- (c) OACA Facebook/Twitter Accounts – Not completed, carry over to next agenda.
- (d) Intra Association Summit – Removed from Unfinished Business, Denise has submitted a report regarding her liason and discussions with other similar associations.

6. CONCLUDING BUSINESS

- (a) Future Meeting Date(s):
 - March 16 & 17, 2017 – Richmond Hill (meeting to start at 2.00 p.m.)
 - April 6 & 7, 2017 – Richmond Hill (TBC if needed after March meeting)
 - June 4, 5, 6 & 7, 2017 - Ottawa
- (b) Resolution to pay meeting expenses.

MOVED BY: Paul Morand
SECONDED BY: Christine Vigneault

"THAT proper meeting expenses be paid."

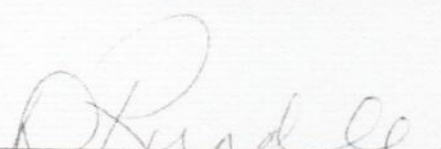
CARRIED

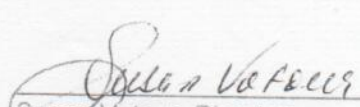
RESOLUTION TO ADJOURN

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

"THAT the meeting be adjourned at 1.00 p.m."

CARRIED


Denise Rundle, President


Susan Votour, Director