

O A C A
BOARD OF DIRECTORS MEETING
THURSDAY, MARCH 31, 2016

PRESENT: Vice President - Bob Clancey
Past President - Andreas Petersen
Secretary-Treasurer - Linda Gavey
Director - Allison Goodwin
Director - Paul Morand
Director - Denise Rundle
Director - Christine Vigneault
Director - Susan Votour

REGRETS: President - Deb McCabe

CALL TO ORDER

1. ROLL CALL

Vice President Bob Clancey called the meeting to order at 5:15 p.m.

2. APPROVAL OF AGENDA

MOVED BY: Paul Morand
SECONDED BY: Denise Rundle

"THAT the agenda for March 31 and April 1, 2016 be accepted as circulated."

CARRIED

3. APPROVAL OF MINUTES - JANUARY 7 & 8, 2016

MOVED BY: Andreas Petersen
SECONDED BY: Paul Morand

"THAT the minutes of January 7 and 8, 2016 be approved as amended."

CARRIED

Move "Work Program" under New Business.

4. APPROVAL OF TREASURER'S REPORTS - January and February, 2016

MOVED BY: Andreas Petersen
SECONDED BY: Paul Morand

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

CARRIED

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5. 2015 ANNUAL MINUTES

MOVED BY: Andreas Petersen
SECONDED BY: Paul Morand

"THAT the 2015 Annual Minutes, as amended, be received, in principle, for adoption at the 2016 Annual Meeting."

CARRIED

Change - Andreas Petersen, Past President

6. 2015 AUDITOR'S REPORT

MOVED BY: Andreas Petersen
SECONDED BY: Christine Vigneault

"THAT the 2015 Auditor's Report, be received, in principle, for adoption at the 2016 Annual Meeting."

CARRIED

7. REPORTS OF COMMITTEES

Accreditation Committee – Linda Gavey

Accreditations Karen Kynaston - ACST
Jennifer Pie - ACST
Erin Kwarciak – ACST(A)
Mamata Baykar ACST(A)
Cathy MacMunn – ACST (Renewal)
Cindy Pillsworth – ACST (Renewal)
Christine Vigneault – ACST (Renewal)
John Rogers – ACM
Karen Whitney – ACM(A)
Denis Perks – ACM(A) - DENIED
Donald Rae – ACM (Renewal)
Stephen Pallett – ACM (Renewal)

A discussion ensued regarding the "Committee Guidelines" training being accepted towards accreditation. It was agreed that it would not meet the requirements for accreditation as it is committee training and not a seminar/conference.

MOVED BY: Linda Gavey
SECONDED BY: Paul Morand

"THAT the Accreditation Report be approved as circulated."

CARRIED

Conference Committee – Deb McCabe/Allison Moore/Paul Morand

Allison advised that conference is ready to go. She informed the Board of meal and workshop details.

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Susan Votour advised that the companion program for London is organized.

Allison advised that there are still rooms available.

Seminar Committee – Paul Morand/Christine Vigneault/Susan Votour

Susan discussed the 2016 seminar location and the possibility of a tour. She submitted the contract for signature.

Susan requested suggestions for workshop presenters.

Some suggestions submitted by a member:

- Characteristics of “Minor” (e.g. judging what is/isn’t)
- Committee discretion (or lack of it) to interpret policy (“shall”, “may” language in PPS and Ops)
- Deciding if there is enough information to make an informed decision and know when there isn’t enough and options to deal with it

Education Monitoring – Linda Gavey

POP – Susan advised that there are 44 participants this term.

Training – Linda advised that a training session was presented in Caledon.

Finance – Paul Morand/Andreas Petersen

MOVED BY: Allison Goodwin

SECONDED BY: Paul Morand

“THAT the Finance Report be approved as circulated.”

CARRIED

Legislation – Andreas Petersen/Denise Rundle/Christine Vigneault

MOVED BY: Christine Vigneault

SECONDED BY: Allison Goodwin

“THAT the Legislation Report be approved as circulated.”

CARRIED

Nominations – Andreas Petersen/Linda Gavey

No report.

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Publicity & Website – Christine Vigneault/Susan Votour

Christine advised that she would send a draft newsletter to the Board in the next week and to be mailed approximately April 20.

Resolutions – Andreas Petersen/Denise Rundle

MOVED BY: Allison Goodwin

SECONDED BY: Christine Vigneault

"THAT the Resolutions Report be approved as circulated."

CARRIED

Site Selection – Bob Clancey/Linda Gavey/Deb McCabe/Paul Morand

Bob Clancey advised that he had contacted the Shaw Centre in Ottawa for the 2017 conference. Bob advised that the hotel is available. He will check further for room prices and further information.

Bob Clancey contacted Cobourg for the 2017 seminar and will bring it forward to the next meeting.

MOVED BY: Bob Clancey

SECONDED BY: Paul Morand

"THAT the Site Selection Report be approved as circulated."

CARRIED

Technical Advisory Committee – Linda Gavey/Allison Moore/Louise
Taschner/Christine Vigneault/Susan Votour

Linda advised that TAC is still receiving and answering questions on a regular basis.

8. CORRESPONDENCE

Denise advised that May 9 has been confirmed for the 2016 Intra-Association Collaboration/Cooperation Summit meeting with AMCTO.

Letter from Ernie Hardeman re Bill 73 – received as information.

9. NEW BUSINESS

No further new business.

10. UNFINISHED BUSINESS

Work Program – moved to end of agenda.

11. CONCLUDING BUSINESS

(a) Future meeting dates

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Please review dates and your schedules prior to the next meeting to ensure the following meeting date will be appropriate.

MOVED BY: Allison Moore
SECONDED BY: Paul Morand

May 29, 2016

CARRIED

- (b) Resolution to pay meeting expenses.

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

"THAT proper meeting expenses be paid."

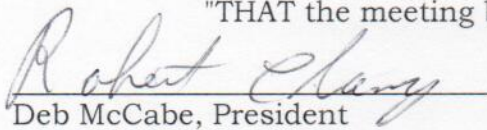
CARRIED

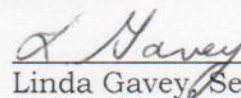
- (c) Resolution to adjourn.

MOVED BY: Andreas Petersen
SECONDED BY: Susan Votour

"THAT the meeting be adjourned at 8:30 p.m."

CARRIED


Deb McCabe, President


Linda Gavey, Secretary-Treasurer

O A C A

BOARD OF DIRECTORS MEETING

FRIDAY, APRIL 1, 2016

PRESENT: Vice President - Bob Clancey
Past President - Andreas Petersen
Secretary-Treasurer - Linda Gavey
Director - Allison Goodwin
Director - Paul Morand
Director - Denise Rundle
Director - Christine Vigneault
Director - Susan Votour

REGRETS: President - Deb McCabe

CALL TO ORDER

1. ROLL CALL

Vice President Bob Clancey called the meeting to order at 8:54 a.m.

2. UNFINISHED BUSINESS

2016-2017 WORK PROGRAM

Education - Susan Votour, Christine Vigneault
Primer on Planning (Bill 73, Miscellaneous other items)
Committee Guidelines
Best Practices

Association Structure
Constitution
By-laws
Non-For-Profit Incorporation
Structure and Composition of the Board
Strategic Plan

Finances
Finance Committee
Allocation of Expenses and Revenues
Salaries
Conference Budget
Seminar Budget

MOVED BY: Allison Goodwin
SECONDED BY: Christine Vigneault

"THAT the 2016-2017 Work Plan be adopted for the 2016-2017 Board of Directors."

CARRIED

3. CONCLUDING BUSINESS

Resolution to Adjourn

MOVED BY: Allison Goodwin
SECONDED BY: Paul Morand

"THAT the meeting be adjourned at 10:30 a.m."

CARRIED