

**O A C A**  
**BOARD OF DIRECTORS MEETING**  
**THURSDAY, NOVEMBER 12, 2015**

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

**CALL TO ORDER**

**1. ROLL CALL**

President Deb McCabe called the meeting to order at 6:55p.m.

**2. APPROVAL OF AGENDA**

**MOVED BY:** Bob Clancey  
**SECONDED BY:** Allison Moore

"THAT the agenda for November 12 and 13, 2015 be accepted as circulated."

**CARRIED**

**3. APPROVAL OF MINUTES - SEPTEMBER 24, 2015**

**MOVED BY:** Bob Clancey  
**SECONDED BY:** Christine Vigneault

"THAT the minutes of September 24, 2015 be approved as circulated."

**CARRIED**

**4. APPROVAL OF TREASURER'S REPORTS - September and October, 2015**

**MOVED BY:** Allison Moore  
**SECONDED BY:** Paul Morand

"THAT the Treasurer's Reports for September and October, 2015 be approved as circulated."

**CARRIED**

**5. REPORTS OF COMMITTEES**

**Accreditation Committee** – Linda Gavey

**Accreditations**      Nicholas Skerratt - ACST  
Elizabeth Courville – ACST Renewal  
Justin C. Leung – ACST(A)  
Devon McCloskey – ACST(A)

**MOVED BY:**            Linda Gavey  
**SECONDED BY:**      Andreas Petersen

"THAT the Accreditation Report be approved as circulated."

**CARRIED**

**Conference Committee** – Deb McCabe/Allison Moore/Paul Morand

Allison advised that reviewing the surveys received to date revealed that a round table discussion would be a good workshop for conference. She has four speakers confirmed. Allison advised that she would like to have a "Dealing with Difficult People" workshop, as well as, one on policy procedures and one on minute taking.

Paul suggested two other speakers from the area.

It was agreed that May 15 would be the cutoff date for conference registration.

Susan Votour discussed options for the companion program.

**MOVED BY:**            Bob Clancey  
**SECONDED BY:**      Christine Vigneault

That the motion below, passed on July 10, 2015, be rescinded.

"THAT the Companion Program be eliminated for the 2016 conference and be reconsidered for the 2017 conference."

**CARRIED**

**MOVED BY:**            Bob Clancey  
**SECONDED BY:**      Christine Vigneault

"THAT the Companion Program be continued on a cost recovery basis."

**CARRIED**

A discussion ensued regarding binders/USBs for the conference/seminar workshop material.

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**Seminar Committee** – Paul Morand/Christine Vigneault/Susan Votour  
No report.

**Education Monitoring** – Linda Gavey

POP – Linda advised that there are 32 students taking the Primer on Planning course this term.

Training – Linda advised that training sessions were presented in Parry Sound and Douro-Dummer. Sarnia is also scheduled for a presentation December 1, 2015.

**Finance** – Paul Morand/Andreas Petersen

No report.

**Legislation** – Andreas Petersen/Denise Rundle/Christine Vigneault

Andreas reviewed his report in the newsletter and the Ministry criteria.

The next meeting is in two weeks.

**Nominations** – Andreas Petersen/Linda Gavey

No report.

**Resolution to Adjourn**

**MOVED BY:** Paul Morand

**SECONDED BY:** Allison Moore

"THAT the meeting be adjourned at 8:31 p.m."

**CARRIED**

**O A C A**

**BOARD OF DIRECTORS MEETING**

**FRIDAY, NOVEMBER 13, 2015**

<b>PRESENT:</b>	President	-	Deb McCabe
	Vice President	-	Bob Clancey
	Past President	-	Andreas Petersen
	Secretary-Treasurer	-	Linda Gavey
	Director	-	Allison Moore
	Director	-	Paul Morand
	Director	-	Denise Rundle
	Director	-	Christine Vigneault
	Director	-	Susan Votour

**CALL TO ORDER**

**1. ROLL CALL**

President Deb McCabe called the meeting to order at 9:02 a.m.

**2. REPORTS OF COMMITTEES (Cont'd)**

**Publicity & Website** – Christine Vigneault/Susan Votour

Christine discussed revisions to the newsletter and advised that it would be ready for mailing by November 26, 2015.

Denise discussed the membership letter to be sent to the municipalities. It was agreed that it be sent out as soon as possible.

Susan Votour played the draft You Tube video she prepared for the OACA website for the Board's review. It is a work in progress for near future release on the OACA website.

Christine suggested that "OACA's Best Practice" be put in writing and provided to the membership through the website. Christine will work on this project.

Christine also noted that the OACA website needs to be updated to address current accessibility policies.

**Resolutions** – Andreas Petersen/Denise Rundle

No report.

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

Deb advised that she would contact Nottawasaga Inn for the 2016 seminar.

Bob Clancey will contact Ottawa for 2017 conference.

Cobourg was suggested for the 2017 seminar.

Susan Votour distributed a map taking into consideration distance and possible numbers for discussion.

**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.

**4. CORRESPONDENCE**

None

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**5. NEW BUSINESS**

Susan suggested reviewing the "Not-For-Profit Incorporator's Handbook" provided by the provincial government. The Board will review for discussion at the January meeting.

**6. UNFINISHED BUSINESS**

Susan suggested preparing videos for the training sessions that will be available for a cost. A blast will be sent out to see if municipalities have an interest in this initiative.

**7. CONCLUDING BUSINESS**

(a) Future meeting dates

**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:** Denise Rundle

January 7 & 8, 2016  
March 17 & 18, 2016  
May 29, 30, 31, & June 1, 2016

**CARRIED**

(b) Resolution to pay meeting expenses.

**MOVED BY:** Bob Clancey  
**SECONDED BY:** Paul Morand

"THAT proper meeting expenses be paid."

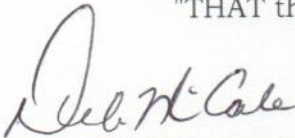
**CARRIED**

(c) Resolution to adjourn.

**MOVED BY:** Christine Vigneault  
**SECONDED BY:** Paul Morand

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

**CARRIED**

  
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Deb McCabe, President

  
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Linda Gavey, Secretary-Treasurer