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BOARD OF DIRECTORS MEETING

THURSDAY, MARCH 20, 2014

PRESENT:	Vice President	-	Robert Waind
	Past President	-	Deb McCabe
	Secretary-Treasurer	-	Linda Gavey
	Director	-	Bob Clancey
	Director	-	Susan Benson
	Director	-	Paul Morand
	Director	-	Susan Votour
REGRETS:	President	-	Andreas Petersen
	Director	-	Christine Vigneault

CALL TO ORDER

1. ROLL CALL

Past President Deb McCabe called the meeting to order at 7:10 p.m.

2. APPROVAL OF AGENDA

MOVED BY: Bob Clancey
SECONDED BY: Robert Waind

"THAT the agenda for March 20 and 21, 2014 be accepted as circulated."
CARRIED

In response to Past President Deb McCabe there were no conflicts of interest declared.

3. APPROVAL OF MINUTES – January 30 & 31, 2014

MOVED BY: Susan Benson
SECONDED BY: Paul Morand

"THAT the minutes of January 30 and 31, 2014 be approved as amended."
CARRIED

Page 4 – top paragraph – Susan Votour
Item 8 – any additional information – requested proposal

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4. APPROVAL OF TREASURER'S REPORTS – January and February 2014

MOVED BY: Robert Waind

SECONDED BY: Bob Clancey

"THAT the Treasurer's Reports for January and February 2014 be approved as circulated."

CARRIED

5. APPROVAL OF 2013 ANNUAL MINUTES

MOVED BY: Robert Waind

SECONDED BY: Paul Morand

"THAT the 2013 Annual Minutes be approved, in principle, for adoption at the 2014 Annual Meeting."

CARRIED

Page 8 – and the relative merits of each

6. REPORTS OF COMMITTEES

Accreditation Committee – Linda Gavey

Accreditations Alana Zadow – ACST Renewal
Jessica Gunby – ACST
Carrie Honey – ACST

MOVED BY: Robert Waind

SECONDED BY: Paul Morand

"THAT the Accreditation Report be approved as circulated."

CARRIED

Conference Committee – Deb McCabe

Deb commented that the resort is amazing to deal with. She has most of the details covered and requested that the Board send her any ideas or items missed.

Susan Votour discussed details of the conference companion program.

Seminar Committee – Deb McCabe

No report.

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Education Monitoring

POP – Linda advised that the fees from the fall Primer on Planning course have been received but not the final marks for the students.

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

Training – Linda advised that there are currently no training sessions scheduled. Requests are pending due to weather.

A discussion ensued regarding the potential for producing YouTube videos.

Finance – Andreas Petersen

No report.

Legislation – Andreas Petersen

Deb advised that the new Provincial Policy Statement comes into effect April 30, 2014.

Nominations – Deb McCabe

Deb advised that there are currently two vacant director positions for the 2014 election.

Resolutions – Andreas Petersen

Linda advised that the resolutions are required by April 4, 2014 for the newsletter.

Changes in the wording of Section 9:02 of the Constitution to reflect review engagement rather than audit.

Changes to 8:04 of the Constitution changed to include mail and email.

MOVED BY: Paul Morand
SECONDED BY: Susan Benson

"THAT the meeting be adjourned at 8:37 p.m."

CARRIED

O A C A

BOARD OF DIRECTORS MEETING

FRIDAY, MARCH 21, 2014

PRESENT: Vice President - Robert Waind
Past President - Deb McCabe
Secretary-Treasurer - Linda Gavey
Director - Bob Clancey
Director - Susan Benson
Director - Paul Morand
Director - Christine Vigneault
Director - Susan Votour
REGRETS: President - Andreas Petersen

CALL TO ORDER

1. ROLL CALL

Past President Deb McCabe called the meeting to order at 9:00 a.m.

2. APPROVAL OF AUDITOR'S REVIEW ENGAGEMENT FOR 2013

MOVED BY: Robert Waind
SECONDED BY: Bob Clancey

"THAT the 2013 Auditor's Review Engagement be approved, in principle, for adoption at the 2014 Annual Meeting."

CARRIED

A discussion ensued regarding a yearly budget.

MOVED BY: Susan Benson
SECONDED BY: Christine Vigneault

"THAT Section 3:09 (2) be amended to include that the following year's budget be completed on or before December 1 of the current year."

CARRIED

3. REPORTS OF COMMITTEES

Publicity & Website – Christine Vigneault

Christine advised that all reports are due by April 4, 2014. She noted some items to be included in the newsletter.

Site Selection – Deb McCabe

Susan Benson submitted a conference check list for discussion.

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It was suggested that a booth be setup at conference to promote municipalities hosting a conference/seminar.

Susan Benson and Christine agreed to put the booth information together. Susan Benson will cover the booth at conference.

Deb advised that the 2014 seminar is in Grimsby and the 2015 conference is in Kingston.

Bob discussed potential speakers/presenters for the 2015 conference.

4. CORRESPONDENCE

Nancy Bozzato - Received and filed

Todd Coles - Discussed survey and Christine will contact Todd to see if he would like the survey emailed to the membership.

5. NEW BUSINESS

None

6. UNFINISHED BUSINESS

(a) Delivery of Education via YouTube - Susan Votour

Susan Votour suggested that we seek assistance to produce videos for learning basic committee functions.

Christine suggested the possibility of using university/college students.

Susan Votour and Christine will define some perimeters for the YouTube videos and contact universities/colleges for participation.

7. CONCLUDING BUSINESS

(a) Future meeting dates

MOVED BY: Paul Morand
SECONDED BY: Susan Votour

May 24, 25, 26, 27, & 28, 2014

CARRIED

Deb requested that the Board arrive by noon on Saturday.

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- (b) Resolution to pay meeting expenses.

MOVED BY: Bob Clancey
SECONDED BY: Robert Waind

"THAT proper meeting expenses be paid."

CARRIED

- (c) Resolution to adjourn.

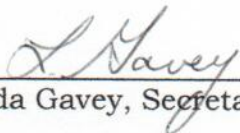
MOVED BY: Susan Benson
SECONDED BY: Susan Votour

"THAT the meeting be adjourned at 10:40 a.m."

CARRIED

For: 

Andreas Petersen, President



Linda Gavey, Secretary-Treasurer