

O A C A  
BOARD OF DIRECTORS MEETING  
THURSDAY, MAY 4, 2017

**PRESENT:**

President	-	Denise Rundle
Vice President	-	Christine Vigneault (joined meeting at 9:00 p.m.)
Director	-	Kathy Lessard
Director	-	Paul Morand
Director	-	Susan Votour
Director	-	Allison Goodwin
Director	-	Mark Hacon

**REGRETS:** Past President - Andreas Petersen

1. **CALL TO ORDER**

President Denise Rundle called the meeting to order at 7:00 p.m.

2. **APPOINTMENT OF RECORDING SECRETARY**

**MOVED BY:** Denise Rundle

**SECONDED BY:** Paul Morand

"That Susan Votour be appointed as Recording Secretary, pursuant to Article 5.04(8) of the Constitution, for the balance of the term of the 2016-2017 Board of Directors."

**CARRIED**

3. **APPROVAL OF AGENDA**

**MOVED BY:** Christine Vigneault

**SECONDED BY:** Paul Morand

"THAT the agenda be approved as amended to move Items #8 and #9 to the Board Meeting scheduled for Friday, May 5, 2017."

**CARRIED**

4a. **APPROVAL OF MINUTES – MARCH 16 & 17, 2017**

**MOVED BY:** Mark Hacon

**SECONDED BY:** Paul Morand

"THAT the minutes of March 16 & 17, 2017 be amended as discussed by the Board in order to provide clarification and to indicate that Mark Hacon was in attendance at the meeting".

**CARRIED**

4b. **APPROVAL OF MINUTES – APRIL 5, 2017**

**MOVED BY:** Kathy Lessard

**SECONDED BY:** Alison Goodwin

**OACA EXECUTIVE MEETING MINUTES**

**May 4, 2017 - PAGE 2**

"THAT the minutes of April 5, 2017 be amended to indicate that Mark Hacon was in attendance at the meeting, and be approved as amended".

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. APPOINTMENT OF INTERIM SECRETARY-TREASURER**

**MOVED BY:** Allison Goodwin

**SECONDED BY:** Kathy Lessard

"THAT Mark Hacon be and is hereby appointed as Secretary-Treasurer of the Association for the duration of the term of the 2016-2017 Board of Directors;

AND THAT the address on the Association's account at Libro Credit Union be changed to Mark Hacon's address, being 474435 Dodge Line, Woodstock, Ontario, N4S 7V6."

**CARRIED**

The Board discussed the day-to-day administrative functions of the Association. It was determined that Allison Goodwin, Christine Vigneault and Susan Votour would provide administrative assistance to Mark Hacon as required, and that any one of Denise, Susan, Ali and Christine would be required to authorize expenditures in writing before they were presented to Mark for payment.

**7. REPORTS OF COMMITTEES**

a. Accreditation Committee

**MOVED BY:** Paul Morand

**SECONDED BY:** Allison Goodwin

"THAT Kathy Lessard be appointed to the Accreditation Committee for the balance of the term of the 2016-2017 Board of Directors."

**CARRIED**

The Board reviewed and approved an application for ACST renewal submitted by Louise Taschner of Oxford County.

b. Seminar Committee

The Board briefly discussed the Fall 2017 Seminar in Cobourg.

c. Education Committee

i. *Primer on Planning*

A Retainer Letter has been signed on behalf of OACA and forwarded to Aird & Berlis with respect to the update of the Primer on Planning course materials. A letter was

## OACA EXECUTIVE MEETING MINUTES

May 4, 2017 - PAGE 3

forwarded to AMCTO on April 10, 2017 requesting a revision to the contract between OACA and AMCTO for the delivery of the Primer on Planning course but to date there has been no response from AMCTO.

*ii. Technical Advisory*

The Technical Advisory Committee is responding to inquiries. The Board discussed ways to better utilize the website to assist with technical questions, potentially by adding a Frequently Asked Questions item including answers to common inquiries.

Finance Committee

Andreas will be asked to contact Millards, the Association's auditors, and update the Association's mailing address.

Publicity & Website Committee

*i. Greenfield Services – Website Update*

A contract has been signed with Greenfield Services with respect to an update of the Association's website which will include functionality such as online payments and registrations.

*ii. Annual Report*

Board members advised that they had received positive feedback with respect to the Annual Report format.

Site Selection Committee

*i. Status of Niagara Falls contract & contact person*

The contract for the 2018 Conference is not yet signed. Paul will contact the hotel to determine the status and provide them with updated contact information, and report back to the Board.

*ii. Nottawasaga Inn*

Allison will review the quotation provided by the Nottawasaga Inn and if the terms are acceptable, work with Susan towards securing dates for a future conference, potentially in 2019.

### 10. CORRESPONDENCE

*a. Letter of resignation from Linda Gavey*

A letter of resignation from Linda Gavey dated April 21, 2017 was received and accepted, with regret, by the Board.

*b. Transferability of OACA Membership*

Certain situations have been brought to the Board's attention involving members whose municipalities have paid for their annual OACA membership but who have subsequently changed jobs and gone to another municipality. The Board determined that this was impossible for the Association to consistently track and was a matter best dealt with between the member and the municipalities involved.

### 11. NEW BUSINESS

*a. Draft Policies and Guidelines*

**OACA EXECUTIVE MEETING MINUTES**

**May 4, 2017 - PAGE 4**

a. *Draft Policies and Guidelines*

Kathy advised that she is working on draft Policies and Guidelines which will provide guidance to future Boards. These will be presented to the current Board in draft form prior to conference.

**12. UNFINISHED BUSINESS**

a. *OACA Facebook/Twitter Accounts*

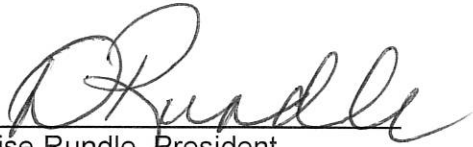
This item will be carried forward to a future Board meeting.

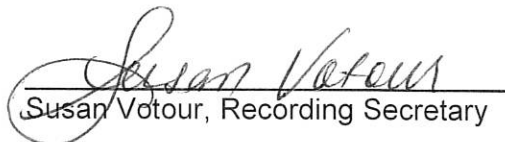
b. *Greenfield Services*

Representatives of Greenfield Services attended for approximately 45 minutes to answer questions with respect to what services they could provide to assist with the administrative and financial functions of the Association. Updates to the OACA website were also discussed.

**13. ADJOURNMENT**

The meeting was adjourned at approximately 10:00 p.m., to reconvene on Friday, May 5, 2017 at 8:30 a.m.

  
\_\_\_\_\_  
Denise Rundle, President

  
\_\_\_\_\_  
Susan Votour, Recording Secretary