

O A C A

EXECUTIVE MEETING

THURSDAY, SEPTEMBER 22, 2016

PRESENT: President - Denise Rundle
Vice President - Christine Vigneault
Past President - Andreas Petersen
Secretary-Treasurer - Linda Gavey
Director - Mark Hacon
Director - Kathy Lessard
Director - Allison Goodwin
Director - Paul Morand
Director - Susan Votour

CALL TO ORDER

1. ROLL CALL

President Denise Rundle called the meeting to order at 2:05 p.m.

2. APPROVAL OF AGENDA

MOVED BY: Allison Goodwin
SECONDED BY: Paul Morand

"THAT the agenda for September 22, 2016 be accepted."

CARRIED

3. APPROVAL OF MINUTES – July 21 and 22, 2016

MOVED BY: Mark Hacon
SECONDED BY: Andreas Petersen

"THAT the minutes of July 21 and July 22, 2016 be approved as circulated."

CARRIED

4. APPROVAL OF TREASURER'S REPORTS – July and August, 2016

MOVED BY: Mark Hacon
SECONDED BY: Andreas Petersen

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

CARRIED

5. REPORTS OF COMMITTEES

Accreditation Committee – Linda Gavey

Accreditations Theresa Carlisle - ACST

MOVED BY: Linda Gavey

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SECONDED BY: Susan Votour

"THAT the Accreditation Report be approved as circulated."

CARRIED

Conference Committee

Allison advised that the liquor license needs to be obtained and Paul will obtain this. She is working on workshop presenters and has obtained seven so far.

Allison noted that the bag piper, town crier, and DJ have been booked.

Speakers, donations, and swag need to be completed. Kathy and Mark will search out swag for conference.

Seminar Committee

Christine advised that seminar is ready to go. Denise will introduce Mayor Jeremy Williams. Christine will introduce the workshops and the Board will monitor the rooms.

Christine advised that a member of the Orangeville staff will pick up the items for the food bank.

Signs have been prepared for the workshops and food bank donations.

Education Committee

Primer on Planning

Susan advised that there are 38 students taking the fall session of the Primer on Planning. She noted that the course has been changed to the new exam format.

Susan informed the Board that AMCTO was contacted and it was agreed that the contract had not been renegotiated with respect to costs and the OACA portion. She advised that it would be forwarded to the appropriate person at AMCTO.

Susan advised that AMCTO provided the contact information for Charles Conteh who has done all of the updates for AMCTO courses.

MOVED BY: Christine Vigneault
Denise Rundle

"THAT Susan Votour contact Charles Conteh regarding "Primer on Planning" updates."

CARRIED

Training

Linda advised that a training session was presented in Algonquin Highlands on September 21 and one is scheduled for September 27 in Bancroft. Louise Taschner and Linda Gavey have updated the "Committee Guidelines" training.

Technical Advisory Committee

Linda advised that a schedule has been prepared for the TAC members.

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Finance

Andreas advised that he is waiting for conference information to update the budget.

Ali will prepare a conference budget with the information for Andreas.

A discussion ensued regarding a new accounting system. Linda will contact the auditor regarding information on various accounting systems.

MOVED BY: Christine Vigneault
Denise Rundle

"THAT the signing authority for the Secretary Treasurer and Vice-President be updated to reflect the new Board of Director's."

CARRIED

Legislation

No report.

Nominations/Resolutions

Nominations

No Report.

Resolutions

Kathy advised that she had contacted Lynn McDonald of the Accountability Group who works with boards and senior teams of not-for-profit organizations to develop strategic plans and promote good governance and organizational performance, the way they carry on business, and the service they provide. A proposal and guideline will be provided for review within the next few weeks.

Publicity Committee

No report.

Site Selection

Linda advised that she and Paul are still working on an appropriate venue for Niagara.

Linda noted that she had contacted the Best Western in Cobourg and was advised that Friday's are not available for seminar.

A discussion ensued and it was agreed that the days for seminar be changed to accommodate a seminar in Cobourg.

3. CORRESPONDENCE

Letters re Minister Mauro – Acknowledged and filed

4. NEW BUSINESS

- (a) Facebook/Twitter – Denise and Christine will review
- (b) Seminar survey – to be placed on the table at seminar
- (c) Membership Form – Linda and Christine to finalize
- (d) Email blast to municipalities – Denise to update letter/Christine to email

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- (e) Air Miles/Points – Linda advised that from the Richmond Hill conference and London conference there are points available for redemption
- (f) Intra Association Summit Teleconference – Denise advised that a teleconference is forthcoming
- (g) Christine discussed Municipal World advertising fees

MOVED BY: Christine Vigneault
Denise Rundle

"THAT \$1000.00 be approved for a quarter page Municipal World advertisement."
CARRIED

5. UNFINISHED BUSINESS

- (a) 2016-2017 Work Program – No Update
- (b) Thank you notes – tabled to next meeting

6. CONCLUDING BUSINESS

- (a) Resolution to pay meeting expenses.

MOVED BY: Susan Votour
SECONDED BY: Christine Vigneault

"THAT proper meeting expenses be paid."
CARRIED

7. SCHEDULE OF MEETINGS

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

November 17 & 18, 2016
January 12 & 13, 2017 (Teleconference)
March 16 & 17, 2017
June 4, 5, 6, & 7, 2017

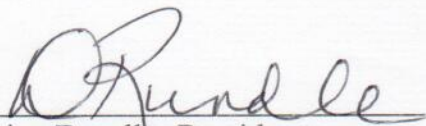
CARRIED

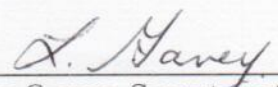
8. CONCLUDING BUSINESS

Resolution to Adjourn

MOVED BY: Christine Vigneault
SECONDED BY: Susan Votour

"THAT the meeting be adjourned at 4:30 p.m."
CARRIED


Denise Rundle, President


Linda Gavey, Secretary-Treasurer