

O A C A
BOARD OF DIRECTORS MEETING
SUNDAY, OCTOBER 14, 2018 and
MONDAY, OCTOBER 15, 2018

PRESENT:

President	-	Denise Rundle
Vice President	-	Christine Vigneault
Treasurer	-	Mark Hacon
Secretary	-	Kathy Lessard
Director	-	Paul Morand
Director	-	Herbert Nobes
Director	-	Allison Goodwin
Director	-	Susan Votour

REGRETS:

Director	-	Cathy MacMunn
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1. CALL TO ORDER

President Denise Rundle called the meeting to order at 4:07 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

4. APPROVAL OF MINUTES

MOVED BY: Mark Hacon

SECONDED BY: Paul Morand

THAT the Minutes of September 6, 2018 Board meeting be approved, as circulated.

CARRIED

5. APPROVAL OF TREASURER'S PROFIT & LOSS STATEMENT

THAT the Profit & Loss Statement, for the time period of January 1 to October 2, 2018 be approved as circulated.

CARRIED

6. REPORTS OF COMMITTEES/EVENT FACILITATORS

a) Education

i) Primer on Planning:

Susan Votour advised that the Primer on Planning has been finalized and is being used for the students enrolled in the current session. There are approximately 40 students registered for the fall program. Susan reminded the Board that OACA may wish to pursue taking over the management of the course in the near future rather than AMCTO. Susan also mentioned that our logo should be visible on their website for the program as the association does the components of the course but AMCTO provides the venue for the course program.

ii) Committee Member Training Video Series:

Susan Votour reported that 4 of the 6 training videos for new Committee Members have been completed, and that she would like some assistance with the Conflict of Interest video. The Board discussed that we may wish John Mascarin to review the video as to form and content. How the videos would be presented on a cost recovery method was discussed and Susan will look further into the matter and advise. Susan will also send the

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Directors links to the videos to review and an eblast will be provided to the membership in January to promote the videos.

b) Finance

Mark Hacon advised that he will provide and assist Cathy MacMunn with her access to the Association's Quickbooks program and Susan Votour as an alternate. Christine and Mark requested that a more detailed discussion on Finance and administrative services be put forward to the meeting the next morning.

c) Nominations

Information was provided to the Board on a proposal by Simply Voting Inc. as to providing a form of electronic voting that may be appropriate and cost effective for small associations such as OACA. Simply Voting provides a fully managed election platform which performs the setup and administration process or in the alternate, provide technical support from their staff for the association to perform the setup and administration of the voting. The Board discussed the proposal and how this may benefit our association.

MOVED BY: Mark Hacon

SECONDED BY: Allison Goodwin

That the Nominations Committee initiate a contract with Simply Voting for providing electronic voting, to be brought forward to a future Board meeting.

d) Governance

The Board discussed the existing term of the Directors on the Board and how that could effect the term of Committee members, staff and our Board's succession planning. Board recruitment is an issue and an e-blast to the membership may be an option requesting a volunteer to form a sub-committees for this.

New Business:

Sponsorship

Herb Nobes and Paul Morand offered to investigate if various businesses would wish to be part of a Sponsorship program to be provided to the Association such as the Budget Rental Car franchise that offers a discount to the membership and also the Conference Sponsorship program.

Board Recruitment

This was identified as an issue and the Board discussed various ways that may solve this problem. It was discussed that some of the Seminar attendees could be approached to put their names forward to become Directors at the Conference.

Honorary Membership Policy

The Board wished to have the existing list of Honorary Members updated and that the policy for this should be reviewed and amended to add policies and requirements.

MOVED BY: Allison Goodwin

SECONDED BY: Mark Hacon

THAT the meeting be adjourned at 8:15 p.m. on October 14, 2018 and reconvene at 9:00 a.m. on October 15, 2018.

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Call to Order

The President called the meeting to order at 9:00 a.m. on October 15, 2018

Conference Overview and Expenses

Allison Goodwin advised the Board would need to review and make a decision on the proposed Monday evening event for the Conference from the discussion at the previous meeting. The Board discussed various options and also the previous and future locations. Some of the concerns that must be taken into consideration are the location, travel costs, accommodation as to the size of the attendance and the companion program.

Seminar

Allison Goodwin discussed the various locations proposed for the 2019 Seminar. Allison will provide more detailed information of the locations on both the Conference and Seminar for the previous years and proposed 2019 and 2020, with costing for each so that a final decision can be made. Seminar locations are easier to find locations as the size is smaller than Conference venues.

Continuation of Finance Committee Report from previous meeting

Christine Vigneault and Mark Hacon provided copies of a proposal by Sumac for the provision of administrative services that would create an efficient integrated database. A conference call with a Sumac representative was made in order to walk the Board through a demonstration of the various options that could be provided with the database. The database will be customized to meet our needs in record keeping and include management of such things as membership, accounting, events, donations, accreditation, statistics, course registrations, records, reminders and bookings. Sumac will provide full customization if we purchase the Data Migration Services, unlimited customer support and some training sessions. Sumac is a cloud based server that we can access through any internet connection, with a monthly user fee and the data is owned by the Association.

MOVED BY: Allison Goodwin

SECONDED BY: Susan Votour

THAT Christine Vigneault and Mark Hacon pursue negotiations for electronic administration with Sumac and authorize and finalize a term contract for these services.

Increase in Membership fee increase:

The Board ratified the electronic vote to increase the yearly membership fee by from \$130.00 to \$150.00.

CONCLUDING BUSINESS

- a) Future Meeting Date(s)
Tentative teleconference call during the winter months
Tentative meeting to be held at the Westin Prince in order to preview venue prior to conference, date to be determined.
- b) Resolution to pay meeting expenses.

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MOVED BY: Allison Goodwin
SECONDED BY: Herb Nobes

THAT the proper meeting expenses be paid, and that the meeting be adjourned.



Denise Rundle, President



Kathy Lessard, Recording Secretary