

OACA BOARD OF DIRECTORS MEETING MINUTES
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BOARD OF DIRECTORS MEETING
FRIDAY, MAY 5, 2017

PRESENT:

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

REGRETS:

Past President	-	Andreas Petersen
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1. **CALL TO ORDER**

President Denise Rundle called the meeting to order at 9:00 a.m. and noted that the meeting would deal only with the items from the May 4, 2017 meeting that had been deferred.

8. **CONFERENCE**

a. 2017 Itinerary

Allison Goodwin reviewed the 2017 Conference Itinerary and indicated that it will be circulated to the Board prior to conference.

b. Board Member Assignments

- Christine was assigned to bring copies of the Annual Report, the proposed new Constitution and the door signs for the workshop rooms.
- Paul was assigned to obtain gift bags for the speaker gifts.
- Allison indicated that she will likely need help in assembling the conference binders on the Saturday prior to conference. All available Board Members will attend on Saturday to assist.
- The Board discussed payment by OACA of accommodations for Board members during the conference.

MOVED BY: Allison Goodwin

SECONDED BY: Christine Vigneault

"THAT accommodation expenses will be paid by OACA for OACA Board members for Saturday night (if applicable), Sunday and Monday nights at conference.

CARRIED

c. To-Do List

- Mark will order umbrellas as per sample.
- Susan will work on the OACA 45 year "flipbook" presentation.

d. Elections

- Mark will contact Louise Taschner to ask if she is willing to act as returning officer in the event that an election is required.

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- The Board discussed the preparation of ballots and a current membership list to have available in the event an election is required.
- e. Communications Plan regarding proposed new Constitution
 - Kathy and Mark will produce a "Key Points" brochure regarding the new Constitution, to have available at the registration desk and on the lunch tables on Monday.

8. ASSOCIATION MANAGEMENT SERVICES

Meagan Rockett and Frank Rockett of Greenfield Services attended at the request of the Board to provide further information regarding the services that Greenfield Services could potentially offer to OACA. The Board provided a list of the essential services that OACA would potentially require and requested that Greenfield provide a draft contract as soon as possible in order that the contract could be reviewed and revised prior to the June 4th Board meeting. Greenfield Services was advised that the contract could not be signed by OACA until the election of the new Board, at the Board meeting on June 7, 2017 and only if the new Constitution had been passed by the membership.

13. CONCLUDING BUSINESS

- a. Future Meeting Date(s)
 - i. June 4, 5, 6 & 7, 2017 (Ottawa)
- b. Resolution to pay meeting expenses

MOVED BY: Allison Goodwin

SECONDED BY: Denise Rundle

"THAT the proper meeting expenses be paid, and that the meeting be adjourned at 11:50 a.m."

CARRIED



Denise Rundle, President



Susan Votour, Director