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EXECUTIVE MEETING

THURSDAY, JULY 21, 2016

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

REGRETS: Vice President - Christine Vigneault

CALL TO ORDER

1. ROLL CALL

President Denise Rundle called the meeting to order at 5:50 p.m.

2. APPROVAL OF AGENDA

MOVED BY: Allison Goodwin

SECONDED BY: Paul Morand

"THAT the agenda for July 21 and 22, 2016 be accepted as amended to move conference and seminar discussion to Friday morning."

CARRIED

3. APPROVAL OF MINUTES - MARCH 31 & APRIL 1, 2016

MOVED BY: Mark Hacon

SECONDED BY: Andreas Petersen

"THAT the minutes of May 29 and June 1, 2016 be approved as amended."

CARRIED

May 29 - Page 2 - Andreas requested that Event and workshop rooms be added

4. APPROVAL OF TREASURER'S REPORTS - May and June, 2016

MOVED BY: Mark Hacon

SECONDED BY: Andreas Petersen

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

CARRIED

5. REPORTS OF COMMITTEES

Accreditation Committee – Linda Gavey

Accreditations Chantalle A. Pellizzari - ACST(A)

MOVED BY: Allison Goodwin

SECONDED BY: Kathy Lessard

"THAT the Accreditation Report be approved as circulated."

CARRIED

Education Committee

Primer on Planning

Susan discussed the updates to the Primer on Planning. She noted that the glaring necessary changes have been tracked but there is a lot of work involved.

It was agreed that the track changes be used for the update until such time as a full review is completed.

Susan advised that AMCTO is requesting that OACA consider changing the final exam format to be consistent with the new AMCTO format.

MOVED BY: Linda Gavey

SECONDED BY: Susan Votour

"THAT the "Primer on Planning" final exam format be consistent with the new AMCTO final exam format in relation to the 24 hour exam time frame."

CARRIED

The Board discussed that the "Primer on Planning" needs to be updated and it was agreed that AMCTO be contacted concerning OACA's portion of the "Primer on Planning" fee.

MOVED BY: Linda Gavey

SECONDED BY: Mark Hacon

"THAT Susan Votour contact AMCTO concerning OACA's portion of the "Primer on Planning" fee."

CARRIED

It was agreed that the Board members would seek a party to do the "Primer on Planning" updates.

President, Denise Rundle thanked Susan Votour and Christine Vigneault for their work on the "Primer on Planning".

Training

Linda advised that there are currently no training sessions scheduled. Louise Taschner and Linda Gavey will be updating the "Committee Guidelines" training.

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Technical Advisory Committee

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

Linda commented that TAC members are extra busy at certain times throughout the year and suggested that a schedule be prepared for TAC to ensure timely responses.

Finance

Andreas discussed his report and advised that the membership fees should cover basic expenses. He suggested that the fees may need to be increased in 2017.

Legislation

No report.

Nominations/Resolutions

Mark and Kathy advised that they have been reviewing the By-laws and Constitution and will bring suggested changes forward at a future date.

Some of the items under review are terms of office and roll of the Secretary-Treasurer.

Site Selection

Paul Morand advised that he and Linda had done some hotel site visits in Niagara and are still working on an appropriate venue.

Linda noted that they would be contacting Cobourg, as well as, other future venues. They would like to get ahead on future conference/seminar locations.

Linda advised that the Niagara sales rep had informed them that two year bookings, not back to back, could result in better rates. She noted that some other associations have already started doing this.

(c) Resolution to adjourn.

MOVED BY: Kathy Lessard

SECONDED BY: Mark Hacon

"THAT the meeting be adjourned at 8:30 p.m."

CARRIED

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BOARD OF DIRECTORS MEETING

FRIDAY, JULY 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

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Director - Paul Morand
Director - Susan Votour

CALL TO ORDER

1. ROLL CALL

President Denise Rundle called the meeting to order at 8:15 a.m.

2. REPORTS OF COMMITTEES

Publicity Committee

The Board reviewed the newsletter and made appropriate changes.

Christine advised that the website has been updated with 2016 information.

Seminar Committee

Christine advised that workshop presenters are complete for the 2016 seminar.

Seminar will be used as an opportunity for a new format for workshops. Christine will arrange the seminar workshops.

The cutoff date for seminar registrations will be September 14, 2016.

The July newsletter will be mailed the week of July 25, 2016.

Linda will order blank thank you cards with the OACA logo.

Conference Committee

Allison advised that she and Denise had toured and secured the Delta Hotel - Ottawa City Centre for the 2017 conference location. The rooms in Ottawa will be \$229.00 to \$249.00 per night. She advised that this was the best rate available in Ottawa.

A discussion ensued regarding the Ottawa conference and Ali will try to have some adjustments made to the contract. The Board noted that an Ottawa conference has long been awaited by the OACA membership and Canada's 150th birthday, along with OACA's 45th, should prove to be a great time to be there.

Andreas will take a financial look at conference expenses.

It was agreed that Monday night would be a buffet meal and free time to explore Ottawa.

It was suggested that we create a "Donation Outreach Corporate Sponsorship" for the 2017 conference. i.e. wine and cheese, comfort breaks, etc. The Board will forward suggestions to Ali to make a list. Denise will format the letter to be sent requesting donations.

Christine will promote conference through the website and email blasts. She will also contact Municipal World for advertisement costs.

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Ali advised that Ottawa Tourism will help with the companion program.

Paul will research for the companion program.
The Board will bring forward workshop presenter suggestions.

3. CORRESPONDENCE

Letter from Walter and Dina Fernhout – Acknowledged and filed

4. NEW BUSINESS

None.

5. UNFINISHED BUSINESS

(a) 2016-2017 Work Program

Items previously discussed.

(b) Survey Results

Linda noted that not all of the members may have received the survey as some do not receive OACA correspondence by email.

Mark advised that a 25% response is considered good for surveys.

Linda suggested that the members be encouraged to complete the survey at conference/seminar by placing it on the registration desk and mentioning it during the public speaking at lunch.

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

September 22, 2016
November 10 & 11, 2016
January 12 & 13, 2017 (Teleconference)
March 16 & 17, 2017
June 4, 5, 6, & 7, 2017

CARRIED

8. CONCLUDING BUSINESS

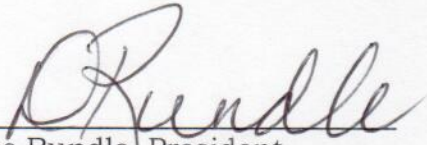
Resolution to Adjourn

MOVED BY: Christine Vigneault

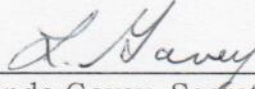
SECONDED BY: Susan Votour

"THAT the meeting be adjourned at 11:10 a.m."

CARRIED



Denise Rundle, President



Linda Gavey, Secretary-Treasurer