

OACA EXECUTIVE MEETING MINUTES

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**BOARD OF DIRECTORS MEETING
WEDNESDAY, APRIL 5, 2017 – 7:00 P.M.
VIA TELECONFERENCE**

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

REGRETS: Past President - Andreas Petersen

GUEST: Meagan Rockett, Greenfield Services (part of meeting only)

1. CALL TO ORDER

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

2. APPOINTMENT OF RECORDING SECRETARY

MOVED BY: Allison Goodwin
SECONDED BY: Mark Hacon

"THAT at the request of the Secretary-Treasurer, the Board invokes Article 5.04(8) of the Constitution and appoints a Recording Secretary for the duration of the Secretary-Treasurer's current term of office;

AND THAT for the Board Meeting of April 5, 2017, Susan Votour be appointed as the Recording Secretary for the purpose of keeping the minutes of the meeting;

AND THAT the Recording Secretary for future Board Meetings shall be appointed by the Board on a meeting-by-meeting basis."

CARRIED

3. APPROVAL OF AGENDA

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

"THAT the agenda for April 5, 2017 be amended to include only the following items:

1. Call to Order
2. Appointment of Recording Secretary
3. Approval of Agenda

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4. Approval of Minutes – March 16 & 17, 2017
5. Approval of Treasurer's Report for March 2017
6. Reports of Committees
 - Accreditation Committee
 - Nominations/Resolutions Committee
10. Concluding Business
 - (a) Future Meeting Date(s);

AND THAT the balance of the agenda items be deferred to a future Board Meeting;

AND THAT the agenda for April 5, 2017 be approved as amended."

CARRIED

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

MOVED BY: Susan Votour
SECONDED BY: Christine Vigneault

"THAT the minutes of March 16 & 17, 2017 be approved as amended."

CARRIED

5. APPROVAL OF TREASURER'S REPORT – March, 2017

MOVED BY: Susan Votour
SECONDED BY: Mark Hacon

"THAT the Treasurer's Report for March, 2017 be approved as circulated."

CARRIED

The Secretary-Treasurer advised that the GIC's held by the Association were maturing in April and May and asked the Board for direction regarding whether to renew the GIC's or to cash them out and deposit the funds into the Association's bank account.

MOVED BY: Christine Vigneault
SECONDED BY: Allison Goodwin

"THAT the Term Deposits (GIC's) as shown on the March, 2017 Treasurer's Report be cashed out on maturity and redeposited into the Association's Current Account."

CARRIED

6. REPORTS OF COMMITTEES

Accreditation Committee

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

"THAT the report of the Accreditation Committee dated April 5, 2017 be accepted and the recommendation in the report be approved."

CARRIED

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"THAT the report of the Accreditation Committee dated April 5, 2017 be accepted and the recommendation in the report be approved."

CARRIED

Nominations/Resolutions Committee

The Board reviewed the Association's existing constituting documents and confirmed that until the membership adopted the proposed new Constitution, the Board was not in a position to make any changes to the administrative function of the Association.

In the interest of succession planning, however, since the Secretary-Treasurer had advised the Board in November that she would not be continuing in that role, the Board felt it prudent to ask the Secretary-Treasurer to prepare the Association's records for transfer to either a new Secretary-Treasurer or an Association Management Company. The Secretary-Treasurer advised that she has purchased an external hard drive and will be working towards the transition. The Secretary-Treasurer also advised that she felt that there were members of the Board who could take on the administrative functions of the Association.

As a result of direction at the March Board meeting, the Board had invited proposals from Association Management Companies with respect to various aspects of managing the administrative and other functions of the Association. Four Association Management Companies submitted proposals. The four proposals were reviewed and discussed by the Board.

MOVED BY: Allison Goodwin
SECONDED BY: Mark Hacon

"THAT the Board selects Greenfield Services as its chosen supplier of Association Management Services, should the Association choose to retain an Association Management Company;

AND THAT members of the Board shall initiate discussions with Greenfield Services in order to provide further clarification of the Association's potential requirements for Association Management Services, and to obtain a scoped quotation from Greenfield Services which is tailored to the Association's requirements."

CARRIED

Meagan Rockett of Greenfield Services joined the teleconference for approximately 20 minutes and answered various questions from the Board regarding the Association Management Services that could be offered. Meagan advised that the website redesign as described in their proposal could be done independently of their other services since it would be a separate contract. Meagan advised that the website redesign could include online registrations and payments through either PayPal or Stripe. She further confirmed that once the initial website redesign had been completed, ongoing maintenance of the website would be included as part of the administrative functions provided by Greenfield Services should the Association choose that option.

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MOVED BY: Allison Goodwin
SECONDED BY: Mark Hacon

"THAT the Association enter into a contract with Greenfield Services for the redesign of the Association's website, for a maximum cost of \$5,000 plus H.S.T."

CARRIED

10. CONCLUDING BUSINESS

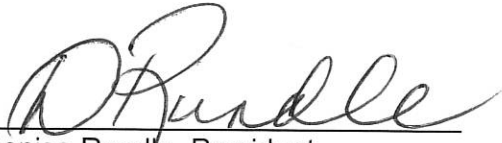
- (a) Future Meeting Date(s):
May 5, 2017 – Richmond Hill
June 4, 2017 - Ottawa

RESOLUTION TO ADJOURN

MOVED BY: Christine Vigneault
SECONDED BY: Kathy Lessard

"THAT the meeting be adjourned at 9:00 p.m."

CARRIED



Denise Rundle, President



Susan Votour, Recording Secretary