

O A C A

EXECUTIVE MEETING

THURSDAY, NOVEMBER 17, 2016

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

**REGRETS:** Director - Allison Goodwin

**CALL TO ORDER**

1. **ROLL CALL**

President Denise Rundle called the meeting to order at 6:20 p.m.

2. **APPROVAL OF AGENDA**

**MOVED BY:** Paul Morand

**SECONDED BY:** Mark Hacon

"THAT the agenda for November 17 and 18, 2016 be accepted as amended to move the conference report to Friday morning."

**CARRIED**

3. **APPROVAL OF MINUTES - SEPTEMBER 22, 2016**

**MOVED BY:** Andreas Petersen

**SECONDED BY:** Christine Vigneault

"THAT the minutes of September 22, 2016 be approved as amended."

**CARRIED**

Page 2 - Denise

4. **APPROVAL OF TREASURER'S REPORTS - September and October, 2016**

**MOVED BY:** Paul Morand

**SECONDED BY:** Allison Goodwin

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

**CARRIED**

**5. REPORTS OF COMMITTEES**

Accreditation Committee – Linda Gavey

**Accreditations** Ivan Burton - ACST

**MOVED BY:** Linda Gavey

**SECONDED BY:** Christine Vigneault

"THAT the Accreditation Report be approved as circulated."

**CARRIED**

Conference Committee

Allison advised that Denise obtained one more speaker and only two more speakers are needed for conference.

Paul advised that the swag update will be available in January.

Seminar Committee

Christine and Ali will start working on speakers for the 2017 seminar.

Education Committee

Primer on Planning

Susan advised that the Primer on Planning needs a major update.

Susan advised that she has obtained two quotes to update the "Primer on Planning".

The Board requested that Susan obtain a third quote.

Paul suggested that we contact Leanne Doyle for a quote to update the "Primer on Planning".

Susan informed the Board that AMCTO advised that their budget has been approved for 2017 so negotiations regarding the OACA portion of the "Primer on Planning" would need to wait until next year for review.

Training

Linda advised that no training sessions are scheduled at this time. Linda will advise the Board when any workshops are scheduled.

Technical Advisory Committee

Linda advised that the TAC committee members are still receiving questions and issuing responses.

Finance

Linda advised that, if the accounting system is to be changed, the Accountants suggested "Simply Accounting" for the association financial needs.

Linda also submitted a letter for the President to sign concerning authorization of the Vice President on the bank account.

**OACA EXECUTIVE MEETING MINUTES**  
**November 17 & 18, 2016 - PAGE 3**

Legislation

No report.

Nominations/Resolutions

Nominations

No report.

Resolutions

Kathy noted that she had sent out the information from Lynn McDonald of the Accountability Group. She advised that she thought this was an important issue to be addressed. Every position needs to be addressed. If hired, they would interview each member of the Board.

Mark noted that the by-laws should be written to direct whatever Board is elected.

**Resolution to adjourn.**

**MOVED BY:** Kathy Lessard  
**SECONDED BY:** Andreas Petersen

"THAT the meeting be adjourned at 9:30 p.m."

**CARRIED**

**O A C A**

**BOARD OF DIRECTORS MEETING**  
**THURSDAY, NOVEMBER 18, 2016**

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

**REGRETS:** Director - Allison Goodwin

**CALL TO ORDER**

**1. ROLL CALL**

President Denise Rundle called the meeting to order at 8:30 a.m.

**2. REPORTS OF COMMITTEES**

Resolutions (Cont'd)

A discussion ensued regarding employment of the Accountability Group.

**OACA EXECUTIVE MEETING MINUTES**  
**November 17 & 18, 2016 - PAGE 4**

The Board examined the financial implications and felt that the project was attainable.

Governance issues to be covered

1. How to improve Board function and effectiveness
2. Whether Secretary-Treasurer position should be elected or appointed by the Board - Should this position be split
3. What changes to by-law and constitution are required to accomplish 1 and 2
4. Should there be a stipend for Board members rather than expenses

**MOVED BY:** Susan Votour

**SECONDED BY:** Christine Vigneault

"THAT Lynn McDonald of the Accountability Group be contracted to a maximum of \$5,000.00 to review the governance and structure of the association."

**CARRIED**

Publicity Committee

The December newsletter was discussed and amended where necessary.

Susan discussed educational videos for the website.

**MOVED BY:** Andreas Petersen

**SECONDED BY:** Mark Hacon

"THAT Susan Votour proceeds with the educational videos for the website to a maximum of \$3,500.00."

**CARRIED**

The Board agreed that Susan Votour should be trained and given access to the website as a back up to the Website Editor.

Site Selection

Linda submitted the contract for Cobourg for review. It was signed by Denise.

Linda discussed the contract for Niagara Falls and will continue to pursue some changes.

**3. CORRESPONDENCE**

Email re Primer on Planning – discussed and filed

Intra Association Summit – Denise advised that she has been involved with several conference calls regarding partnerships with other associations regarding issues and challenges

**4. NEW BUSINESS**

(a) Membership Form – completed

(b) Email blast to municipalities – completed

**5. UNFINISHED BUSINESS**

(a) 2016-2017 Work Program – previously discussed under accountability

**OACA EXECUTIVE MEETING MINUTES**  
**November 17 & 18, 2016 - PAGE 5**

(b) Thank you notes – dismissed

(c) OACA Facebook/Twitter Accounts

**MOVED BY:** Susan Votour

**SECONDED BY:** Mark Hacon

"THAT Denise Rundle and Christine Vigneault open a Facebook/Twitter account."

**CARRIED**

Publicity Committee

The Board reviewed the newsletter and made appropriate changes.

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

**6. CONCLUDING BUSINESS**

(a) Resolution to pay meeting expenses.

**MOVED BY:** Mark Hacon

**SECONDED BY:** Paul Morand

"THAT proper meeting expenses be paid."

**CARRIED**

**7. SCHEDULE OF MEETINGS**

**MOVED BY:** Mark Hacon

**SECONDED BY:** Kathy Lessard

January 26 & 27, 2017

March 16 & 17, 2017

June 4, 5, 6, & 7, 2017

**CARRIED**

**8. REPORTS OF COMMITTEES**

Conference Committee (Cont'd)

A discussion ensued regarding swag for conference. Several ideas were discussed and the Board will bring forward more information at the January meeting.

Paul discussed the companion tour and currently the cost is very high for Ottawa. He has two more quotes coming in January.

Denise discussed letters requesting sponsorship and donations for the 2017 conference in Ottawa.

It was agreed that the Board would submit suggestions and forward to Denise.

**OACA EXECUTIVE MEETING MINUTES**  
**November 17 & 18, 2016 - PAGE 6**

Paul advised that the liquor license has been purchased.

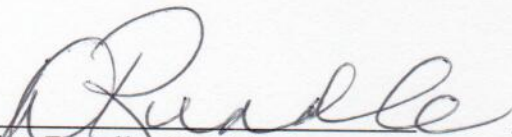
**9. CONCLUDING BUSINESS**

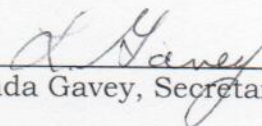
**Resolution to Adjourn**

**MOVED BY:** Christine Vigneault  
**SECONDED BY:** Paul Morand

"THAT the meeting be adjourned at 12:00 p.m."

**CARRIED**

  
\_\_\_\_\_  
Denise Rundle, President

  
\_\_\_\_\_  
Linda Gavey, Secretary-Treasurer