

**O A C A**

**BOARD OF DIRECTORS MEETING**

**THURSDAY, JULY 19, 2012**

**PRESENT:** President - Andreas Petersen  
Vice President - Carol Capes  
Past President - Deb McCabe  
Secretary-Treasurer - Linda Gavey  
Director - Bob Clancey  
Director - Susan Benson  
Director - Louise Taschner  
Director - Christine Vigneault  
Director - Robert Waind

**CALL TO ORDER**

**1. ROLL CALL**

President Andreas Petersen called the meeting to order at 7:10 p.m.

**2. APPROVAL OF AGENDA**

**MOVED BY:** Robert Waind  
**SECONDED BY:** Deb McCabe

"THAT the agenda for July 19 and 20, 2012 be accepted as amended."

**CARRIED**

Andreas advised that correspondence was received from Glenn Robinson.

In response to President Andreas Petersen there were no conflicts of interest declared.

**3. APPROVAL OF MINUTES – June 3 and 6, 2012**

**MOVED BY:** Robert Waind  
**SECONDED BY:** Deb McCabe

"THAT the minutes of June 3 and 6, 2012 be approved as amended."

**CARRIED**

Business arising from the minutes.

**4. APPROVAL OF TREASURER'S REPORTS – June 2012**

**MOVED BY:** Christine Vigneault  
**SECONDED BY:** Louise Taschner

"THAT the Treasurer's Report for June 2012 be approved as circulated."

**CARRIED**

**5. REPORTS OF COMMITTEES**

**Accreditation Committee** – Linda Gavey

**Accreditations**      Jennifer Foster – ACST (A)  
Maryann Sidon – ACST  
Heather J. McCrae – ACST

**MOVED BY:**            Linda Gavey  
**SECONDED BY:**      Robert Waind

"THAT the Accreditation Report be approved as circulated."

**CARRIED**

**Conference Committee** – Linda Gavey

Linda gave an overview of suggestions for the 2013 conference and requested workshop suggestions. She advised that a presentation promoting conference will be prepared for seminar. Linda noted that David West, Town of Richmond Hill Committee Member, is a professional photographer and has agreed to be the conference photographer.

**Seminar Committee** –

Louise advised that Christine Lang is off on sick leave for the month of August. Louise advised that Susan Votour prepared a report for the Newsletter. Louise prepared a registration form and things seem to be well organized for seminar.

**MOVED BY:**            Linda Gavey  
**SECONDED BY:**      Louise Taschner

"THAT OACA pay the seminar accommodations for Susan Votour in recognition of her contribution to the OACA municipality of the month program and her assistance with the 2012 seminar."

**CARRIED**

Deb reviewed the contract with Horseshoe Valley for the 2013 Seminar.

**MOVED BY:**            Linda Gavey  
**SECONDED BY:**      Deb McCabe

"THAT the President be authorized to sign the amended contract and submit the \$1,000.00 deposit for the 2013 Seminar at Horseshoe Valley."

**CARRIED**

**OACA EXECUTIVE MEETING MINUTES  
THURSDAY, JULY 19 & FRIDAY, JULY 20, 2012 - PAGE 3**

**Education**

**Monitoring**

POP - No report

MOVED BY: Bob Clancey

SECONDED BY: Robert Waind

"THAT a letter be sent to AMCTO requesting that the exam results be forwarded to OACA by January 15 and May 15 of each year for processing of the students' certificates."

**CARRIED**

TAC – Linda advised that TAC has responded to a number of questions since the last meeting.

Training – Linda advised that training sessions still need to be planned for various areas. It is difficult to set sessions during conference/seminar times  
Christine suggested having a specific time of year for presentation of the training sessions

**Finance** – Andreas Petersen

Andreas advised that a proposed 2013 budget will be submitted at the January 2013 meeting.

**CARRIED**

**Legislation** – Andreas Petersen

Andreas advised that some of the recommendations from the last PPS review should be coming soon.

Andreas also advised that the industry is pushing to eliminate the OMB.

**Nominations** – Deb McCabe

No report.

**Publicity & Website** – Carol Capes

Carol advised the newsletter is ready to go. She will be adding a few OMB cases to set up the pages.

Linda advised that Susan Votour requested direction from the Board regarding whether they wanted her to pursue Municipality of the Month. Susan also wanted to remind us that Leamington is entitled to a free membership.

MOVED BY: Bob Clancey

SECONDED BY: Linda Gavey

**OACA EXECUTIVE MEETING MINUTES  
THURSDAY, JULY 19 & FRIDAY, JULY 20, 2012 - PAGE 4**

"THAT Susan Votour continues pursuing the Municipality of the Month program."

**CARRIED**

It was agreed that the newsletter be mailed by the end of July.

It was suggested that Carol ask Steve to obtain a count of the hits on the website, change the TAC contact from Louise to Linda, and change the weather to Peterborough.

**Resolutions** – Robert Waind  
No report.

**Site Selection** – Deb McCabe

Deb advised that the 2013 seminar is confirmed. The 2014 conference and seminar are not confirmed. Interest has been expressed by The Town of the Blue Mountains and the District of Muskoka to host the 2014 conference. She does not have any suggestions for seminar to date.

Bob Clancey suggested hosting the conference in Kingston and mentioned that he had a contact in that area.

Ottawa was also suggested.

Deb, Bob and Susan will continue to make contacts.

**6. ADJOURNMENT**

**MOVED BY:** Susan Benson  
**SECONDED BY:** Louise Taschner

"The meeting adjourned at 9:15 p.m."

**CARRIED**

**FRIDAY, JULY 20, 2012**

<b>PRESENT:</b>	President	-	Andreas Petersen
	Vice President	-	Carol Capes
	Past President	-	Deb McCabe
	Secretary-Treasurer	-	Linda Gavey
	Director	-	Bob Clancey
	Director	-	Susan Benson
	Director	-	Louise Taschner
	Director	-	Christine Vigneault
	Director	-	Robert Waind

**CALL TO ORDER**

**1. ROLL CALL**

**OACA EXECUTIVE MEETING MINUTES  
THURSDAY, JULY 19 & FRIDAY, JULY 20, 2012 - PAGE 5**

President Andreas Petersen called the meeting to order at 9:00 a.m.

**2. CORRESPONDENCE**

Glen Robinson – Andreas Petersen will personally respond.

**3. NEW BUSINESS**

None

**4. UNFINISHED BUSINESS**

(a) Primer on Planning – Seneca College

A discussion ensued regarding the letter permitting the “Primer on Planning” to be taught at Seneca College. It was agreed that OACA maintain the reduction in cost to Seneca College by the cost of marking of each lesson assignment at \$10.00 per assignment (\$60.00).

(b) Municipality of the Month

Previously discussed under Publicity. Future discussions will be under Publicity.

(c) Election Material

Andreas and Robert will bring forward a report at the January meeting.

(d) Webinar

No report.

**5. CONCLUDING BUSINESS**

(a) Future meeting dates

**MOVED BY:** Bob Clancey  
**SECONDED BY:** Robert Waind

September 27 & 28, 2012 (Peterborough County)  
November 15 & 16, 2012 (tentative)  
January 17 & 18, 2013 (tentative)  
March 21 & 22, 2013 (tentative)  
May 26, 27, 28 & 29, 2013

**CARRIED**

(b) Resolution to pay meeting expenses.

**MOVED BY:** Susan Benson  
**SECONDED BY:** Christine Vigneault

"THAT proper meeting expenses be paid."

**CARRIED**

- (c) Resolution to adjourn.

**MOVED BY:** Susan Benson  
**SECONDED BY:** Louise Taschner

"THAT the meeting be adjourned at 10:00 a.m."

**CARRIED**



\_\_\_\_\_  
Andreas Petersen, President



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