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BOARD OF DIRECTORS MEETING
THURSDAY, MARCH 16, 2017

PRESENT:

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

REGRETS:

Director	-	Allison Goodwin
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1. CALL TO ORDER

President Denise Rundle called the meeting to order at 2:00 p.m.

2. APPROVAL OF AGENDA

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

"THAT the agenda for March 16 and 17, 2017 be approved as amended to move Resolutions to the end."

CARRIED

3. APPROVAL OF MINUTES – FEBRUARY 16 & 17, 2017

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

"THAT the minutes of February 16 & 17, 2017 be approved as circulated."

CARRIED

BUSINESS ARISING FROM MINUTES – POP UPDATE

The Board began discussions regarding POP update.

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4. APPROVAL OF TREASURER'S REPORTS – February, 2017

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

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

CARRIED

5. 2016 ANNUAL MINUTES

MOVED BY: Christine Vigneault
SECONDED BY: Paul Morand

"THAT the 2016 Annual Minutes, as amended, be received, in principle, for adoption at the 2017 Annual Meeting."

CARRIED

Page 5 Seconder

Denise requested that the last page of the conference minutes be updated to reflect her comments to the membership.

6. 2016 AUDITOR'S REPORT

MOVED BY: Susan Votour
SECONDED BY: Andreas Petersen

"THAT the 2016 Auditor's Report, be received, in principle, for adoption at the 2017 Annual Meeting."

CARRIED

7. REPORTS OF COMMITTEES

Accreditation Committee – Linda Gavey

No report.

Conference Committee

Mark advised that the swag is ordered.

Seminar Committee

Linda read an email from Cobourg stating that the OPPI conference is being held at the same time as seminar.

The Board reviewed dates and suggested moving the seminar to October 23 and 24, 2017.

Linda contacted the hotel and was able to change the dates to October 23 and 24, 2017.

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Education Committee

Primer on Planning

Susan advised that she had contacted John Mascarin again and he seems willing to work on the update.

MOVED BY: Kathy Lessard
SECONDED BY: Andreas Petersen

"THAT John Mascarin, Aird and Berlis, be engaged to review the Primer on Planning Course and that a maximum of \$25,000 be approved for the review, to be disbursed according to the contract approved by the Board."

CARRIED

Susan will contact John Mascarin and the Education Committee will discuss the terms of the contract for the "Primer on Planning" update and bring it back to the Board.
The Board discussed the options presented by Susan for delivery of POP and associated costs.

Denise thanked Susan for writing to AMCTO and it was agreed that a letter be sent to AMCTO requesting the change in remuneration back to OACA.

Training

There are no training sessions at this time.

Technical Advisory Committee

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

Finance

The Board discussed providing signing authority to other Board members.

Legislation Committee

No report.

Nominations/Resolutions

Nominations

No report.

Publicity & Website Committee

Susan requested clarification from the Board on how to proceed with the videos.
It was agreed that Christine would post the first video on the OACA website in the near future.

Christine advised that Todd Coles is still willing to participate in OACA newsletter articles and workshops.

Christine advised that she would email the Board with a due date for the reports.

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Site Selection Committee

The Board agreed to go forward with no hospitality suite and add it later if necessary.

3. CORRESPONDENCE

Denise advised that a letter was being sent out to request donations for the Ottawa conference.

The Board reviewed an email received from a member noting concerns with paper size and the amount of colour used. The member was concerned about costs to the Association. Christine's response to the member was provided to the Board.

Linda advised that emails/calls have been received regarding confusion with the conference meals.

4. NEW BUSINESS

OPPI – Denise mentioned the "Private Member's Public Bill regarding the proposed *Ontario Professional Planners Institute Act, 2016*" correspondence received from OPPI. She noted that it was nice that they considered including OACA in the circulation.

5. UNFINISHED BUSINESS

(a) OACA Facebook/Twitter Accounts – Denise noted that this is in the future. She advised that OACA is on the OPPI radar.

6. CONCLUDING BUSINESS

(a) Future Meeting Date(s):
April 5, 2017 – 7:00 p.m. teleconference
June 4, 2017 - Ottawa

(b) Resolution to pay meeting expenses.

MOVED BY: Susan Votour
SECONDED BY: Christine Vigneault

"THAT proper meeting expenses be paid."

CARRIED

7. REPORTS OF COMMITTEES (Cont'd.)

Kathy reviewed the results from the Accountability Review and discussed the need for risk management and strategic planning and what changes would be required to the current Constitution & By-laws.

The Resolutions Committee presented a draft constitution to replace the current OACA Constitution and By-law in response to the recommendations provided by the Accountability Group.

Susan noted that the word By-law should be changed to Constitution to be consistent with requirement for non-incorporated organizations.

The Board reviewed and accepted changes to Section 1 of the proposed Constitution.

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The Board discussed voting privileges for professions outside of the current "Active Member" definition. It was decided that the definition of membership, including voting privileges would remain as is.

The Board discussed membership rates and suggested that perhaps the cost of an Associate membership should be equal to or less than a Full membership.

The Board reviewed and accepted changes to Section 2 of the proposed Constitution.

Allison was called to participate in discussion.

The Board discussed and agreed to amend the proposed Constitution to elect nine (9) directors. The Board, once elected, would vote in the President, Vice-President, Secretary, and Treasurer at the first meeting of the Board.

The Board discussed nominations at the 2017 Conference and agreed that given the proposed new Constitution it would be best to run from the floor once positions are finalized through member ratification of the Constitution.

The Board reviewed and accepted changes to Section 6 of the proposed Constitution.

The Board reviewed and accepted changes to Section 8 of the proposed Constitution.

RESOLUTION TO ADJOURN

MOVED BY: Christine Vigneault

SECONDED BY: Denise Rundle

"THAT the meeting be adjourned at 8:34 p.m."

CARRIED

O A C A

BOARD OF DIRECTORS MEETING
FRIDAY, MARCH 17, 2017

PRESENT:

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

REGRETS:

Director	-	Allison Goodwin
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1. CALL TO ORDER

President Denise Rundle called the meeting to order at 9:00 a.m.

2. REPORTS OF COMMITTEES (Cont'd.)

RESOLUTIONS

The Board reopened the discussion pertaining to membership categories.

The Board reviewed and accepted changes to Section 9 & 10 of the proposed Constitution and removed Section 11.

The Board concurred that clerical staff do not have the full duties of the Secretary-Treasurer and cannot finalize conditions or issue certificates. In order to maintain a professional organization geared towards Secretary-Treasurers and Committee Members, it was agreed that only Secretary-Treasurers or Committee Members be given "Full Member" status.

MOVED BY: Susan Votour
SECONDED BY: Christine Vigneault

"THAT the proposed Constitution be approved as amended, in principle, and subject to final approval of electronic circulation of the final draft."

CARRIED

Association Management Services

Christine discussed a proposal received for association management services and advised that other quotes have been requested through an RFP process.

The Board discussed the need to focus on strategic planning, policy development and education.

Christine advised that a request for proposal was sent to four (4) AMC's and is to be returned on March 31. Cost can be managed through the selection of required services.

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The Board discussed the transition to an AMC.

Mark commented that the funds saved from our current administrative costs would cover a portion of the expenses.

Kathy noted that the Association Management companies are bonded.

Finance

The Board agreed to provide signing authority to Paul and Mark given that they live in close proximity to the Association's financial institute.

MOVED BY: Susan Votour
SECONDED BY: Christine Vigneault

"THAT Mark Hacon and Paul Morand be added as signing authorities for the Association finances."

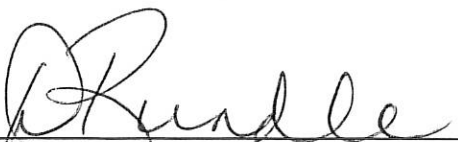
CARRIED

RESOLUTION TO ADJOURN


MOVED BY: Christine Vigneault
SECONDED BY: Kathy Lessard

"THAT the meeting be adjourned at 12:04 p.m."

CARRIED



Denise Rundle, President



Christine Vigneault, Vice President