

**O A C A**

**BOARD OF DIRECTORS MEETING**

**THURSDAY, NOVEMBER 15, 2012**

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

**REGRETS:** Vice President - Carol Capes

**CALL TO ORDER**

**1. ROLL CALL**

President Andreas Petersen called the meeting to order at 7:00 p.m.

**2. APPROVAL OF AGENDA**

**MOVED BY:** Robert Waind

**SECONDED BY:** Christine Vigneault

"THAT the agenda for September 15 and 16, 2012 be accepted as circulated."

**CARRIED**

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

**3. APPROVAL OF MINUTES - September 27, 2012**

**MOVED BY:** Bob Clancey

**SECONDED BY:** Robert Waind

"THAT the minutes of September 27, 2012 be approved as amended."

**CARRIED**

Business arising from the minutes.

**4. APPROVAL OF TREASURER'S REPORTS – September/October 2012**

**MOVED BY:** Susan Benson  
**SECONDED BY:** Robert Waind

"THAT the Treasurer's Report for September and October 2012 be approved as circulated."

**CARRIED**

**5. REPORTS OF COMMITTEES**

**Accreditation Committee** – Linda Gavey

**Accreditations** Valerie McKeever – ACST (A)

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

"THAT the Accreditation Report be approved as circulated."

**CARRIED**

**Conference Committee** – Linda Gavey

Linda gave an overview of the 2013 conference and proposed workshops. It was agreed that the conference registration would remain the same for 2013.

**Seminar Committee** –

Deb advised that Christine Lang has not submitted a seminar report yet. She will follow up with Christine.

Deb gave an update for the 2013 seminar. She has three presenters to date and is working on more. She also has a luncheon speaker in mind. Things are coming together.

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

"THAT OACA give a \$250.00 gift certificate from Bass Pro Sports to Susan Votour in recognition of her contribution to the OACA municipality of the month program and her assistance with the 2012 seminar."

**CARRIED**

**Education Monitoring**

POP - Linda commented that correspondence from Rosita Burke to a potential student indicated a \$10.00 increase to the Primer on Planning course after December 31, 2012.

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

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Training – Linda advised that training sessions are being planned for various areas.

**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 a report was prepared for the newsletter.

**Nominations** – Deb McCabe

No report.

**Resolutions** – Robert Waind

No report.

**Site Selection** – Deb McCabe

Deb advised that the 2014 conference is confirmed for The Town of the Blue Mountains. Dates are tentatively booked for May 25 to May 28, 2014.

Susan will approach the District of Muskoka to host the 2014 seminar.

Bob Clancey will approach Kingston to host the 2015 conference at the Ambassador Hotel.

Ottawa has not been researched yet for a conference.

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, NOVEMBER 16, 2012**

|                 |                     |   |                  |
|-----------------|---------------------|---|------------------|
| <b>PRESENT:</b> | President           | - | Andreas Petersen |
|                 | Past President      | - | Deb McCabe       |
|                 | Secretary-Treasurer | - | Linda Gavey      |
|                 | Director            | - | Bob Clancey      |
|                 | Director            | - | Susan Benson     |
|                 | Director            | - | Louise Taschner  |

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Director - Christine Vigneault  
Director - Robert Waind

**REGRETS:** Vice President - Carol Capes

**CALL TO ORDER**

**1. ROLL CALL**

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

**2. Publicity & Website**

The Board reviewed the newsletter and made the necessary additions and corrections.

Christine advised that the website is in the works. She is currently working out the details with the provider.

Moved by: Susan Benson  
Seconded by: Louise Taschner

"THAT Christine Vigneault proceeds with refreshing the OACA logo with a more professional look at a maximum cost of \$300.00."

**CARRIED**

Moved by: Susan Benson  
Seconded by: Louise Taschner

"THAT Christine Vigneault proceeds with the new live build OACA website at a cost of \$50.00 per month."

**CARRIED**

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

**2. CORRESPONDENCE**

None

**3. NEW BUSINESS**

None

**4. UNFINISHED BUSINESS**

(a) Municipality of the Month

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

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- (b) Election Material

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

- (c) Webinar

Discontinue.

**5. CONCLUDING BUSINESS**

- (a) Future meeting dates

**MOVED BY:** Deb McCabe  
**SECONDED BY:** Christine Vigneault

February 6, 2013 (7:00 p.m.)  
March 28 & 29, 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."

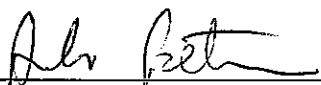
**CARRIED**

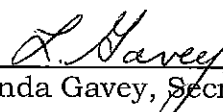
- (c) Resolution to adjourn.

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

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

**CARRIED**

  
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Andreas Petersen, President

  
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Linda Gavey, Secretary-Treasurer

**ACTION LIST - OACA BOARD OF DIRECTORS MEETING  
NOVEMBER, 2012**

| <b>ITEM</b>               | <b>ACTION</b>   | <b>COMPLETED</b> |
|---------------------------|---|------------------|
| <b>Training Sessions</b>  | Linda and Louise to continue with current requests - possible future conference workshops |                  |
| <b>Finance</b>            | Andreas to prepare report for January meeting   |                  |
| <b>PPS</b>                | Andreas to follow up  |                  |
| <b>2014 Conference</b>    | Deb, Susan & Bob to pursue sites  |                  |
| <b>Election Material</b>  | Andreas and Bob to prepare report for January meeting                                     |                  |
| <b>Website &amp; Logo</b> | Christine to follow up  |                  |