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BOARD OF DIRECTORS MEETING

THURSDAY, NOVEMBER 14, 2013

PRESENT: President - Andreas Petersen
Vice President - Robert Waind
Past President - Deb McCabe
Secretary-Treasurer - Linda Gavey
Director - Bob Clancey
Director - Susan Benson
Director - Paul Morand
Director - Christine Vigneault

REGRETS: Director - Susan Votour

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: Susan Benson

"THAT the agenda for November 14 and 15, 2013 be accepted as circulated."

CARRIED

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

3. APPROVAL OF MINUTES - September 19, 2013

MOVED BY: Robert Clancey
SECONDED BY: Deb McCabe

"THAT the minutes of September 19, 2013 be approved as circulated."

CARRIED

**OACA EXECUTIVE MEETING MINUTES
NOVEMBER 14 & 15, 2013 - PAGE 2**

4. APPROVAL OF TREASURER'S REPORTS - September and October 2013

MOVED BY: Christine Vigneault
SECONDED BY: Deb McCabe

"THAT the Treasurer's Reports for September and October 2013 be approved as circulated."

CARRIED

5. REPORTS OF COMMITTEES

Accreditation Committee - Linda Gavey

Accreditations Linda Gavey - ACST Renewal
Elaine Munro - ACST Renewal
Andreas Petersen - ACM Renewal

MOVED BY: Deb McCabe
SECONDED BY: Paul Morand

"THAT the Accreditation Report be approved as circulated."

CARRIED

Conference Committee - Robert Waind

Robert advised that there are two seminar speakers lined up. Jane Pepino and Kim Little. Dan Needles for a keynote speaker. He mentioned that they are working on wine, honey making, and apple blossom tours for the companion program.

Deb has a few speakers in mind.

Christine suggested asking Dennis Woods to present a workshop.

Andreas suggested a presenter from the Ministry of Municipal Affairs.

Seminar Committee - Deb McCabe

Deb submitted a report for the newsletter.

Education Monitoring

POP - Linda offered to be a marker for the Primer on Planning course.

MOVED BY: Deb McCabe
SECONDED BY: Christine Vigneault

"THAT Linda Gavey be appointed as a marker for the "Primer on Planning" course."

CARRIED

**OACA EXECUTIVE MEETING MINUTES
NOVEMBER 14 & 15, 2013 - PAGE 3**

TAC – Linda advised that TAC is still receiving and answering questions on a regular basis.

Training – Linda advised that there are currently no training sessions scheduled.

Finance – Andreas Petersen

Andreas advised that the auditor's have stated that a "Review Engagement" is the best practice for the Association.

It was agreed that the Resolution Committee prepare a resolution to change the by-laws to read an audit by "Review Engagement".

It was agreed that the website fee be paid on an annual basis.

Legislation – Andreas Petersen

Andreas advised that the Ministry stated that they recognize the concerns regarding deregistering consents and suggested that the Association prepare a report.

Christine will prepare a draft question concerning land consolidation and how various municipalities deal with it.

Andreas advised that he is keeping in touch with the Ministry regarding the OMB process. He will prepare an article for the newsletter with a link to the website to view the Ministry document.

Nominations – Deb McCabe

No report.

Publicity & Website – Christine Vigneault

Christine advised that Todd Coles prepared an article for the newsletter.

Christine suggested that we consider other ideas to enhance the newsletter. i.e. member's comments, articles from professionals in the field, interesting personal articles, unusual applications

Resolutions – Robert Waind

No report.

6. CORRESPONDENCE

Susan Votour – Thank you card – received and filed

**OACA EXECUTIVE MEETING MINUTES
NOVEMBER 14 & 15, 2013 - PAGE 4**

7. CONCLUDING BUSINESS

(a) Resolution to adjourn.

MOVED BY: Deb McCabe
SECONDED BY: Andreas Petersen

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

CARRIED

O A C A

BOARD OF DIRECTORS MEETING

FRIDAY, NOVEMBER 15, 2013

PRESENT: President	-	Andreas Petersen
Vice President	-	Robert Waind
Past President	-	Deb McCabe
Secretary-Treasurer	-	Linda Gavey
Director	-	Bob Clancey
Director	-	Susan Benson
Director	-	Paul Morand
Director	-	Christine Vigneault

REGRETS: Director	-	Susan Votour
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CALL TO ORDER

1. ROLL CALL

President Andreas Petersen called the meeting to order at 10:00 a.m.

2. REPORTS OF COMMITTEES

Site Selection – Deb McCabe

The Board of Directors did a site tour of the 2015 conference facility with Judy Fisher, Conference Services Manager. A discussion ensued regarding the food quality and Andreas advised that if the food quality was not acceptable OACA would not pay for the food. Judy advised that the food and service issues would be addressed.

Deb noted that the 2014 (Blue Mountains) and 2015 (Kingston) conference locations have been confirmed. Seminar locations have not been confirmed.

Sue Benson introduced a draft request for proposal that she is working on. She suggested that we put out a call at conference for those interested in hosting a seminar or conference. We would then give them a bid package. Once the bid packages are returned the Seminar Committee would review and bring forward a report to the Board. The

**OACA EXECUTIVE MEETING MINUTES
NOVEMBER 14 & 15, 2013 - PAGE 5**

Board would pick the location and the Seminar Committee would proceed to review and select the best facility in that location.

A discussion ensued regarding the process for selecting seminar/conference locations.

Susan will complete the package for the March meeting and presentation at the 2014 conference.

Deb discussed the Casablanca Hotel contract for the 2014 seminar location.

MOVED BY: Robert Waind

SECONDED BY: Paul Morand

"THAT Deb McCabe sign the contract for the 2014 seminar at Casablanca Hotel."

CARRIED

Deb will submit a report for the December newsletter advising of the 2014 seminar location and rates.

Deb requested a seminar/conference theme by Monday.

3. NEW BUSINESS

MOVED BY: Bob Clancey

SECONDED BY: Robert Waind

"THAT the job posting fee for the City of Burlington and the Town of Richmond Hill be waived in recognition of their contributions of staff time to the Association's seminars, conferences and newsletter."

CARRIED

MOVED BY: Deb McCabe

SECONDED BY: Paul Morand

"THAT the OACA cover the cost for the secretary-treasurer to take an up-to-date Microsoft Office Course."

CARRIED

4. UNFINISHED BUSINESS

(a) Primer on Planning Marker

Previously discussed.

**OACA EXECUTIVE MEETING MINUTES
NOVEMBER 14 & 15, 2013 - PAGE 6**

5. CONCLUDING BUSINESS

- (a) Future meeting dates

MOVED BY: Susan Benson
SECONDED BY: Deb McCabe

January 23 & 24, 2014
March 20 & 21, 2014
May 25, 26, 27, & 28, 2014

CARRIED

- (b) Resolution to pay meeting expenses.

MOVED BY: Susan Benson
SECONDED BY: Paul Morand

"THAT proper meeting expenses be paid."

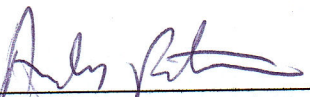
CARRIED

- (c) Resolution to adjourn.

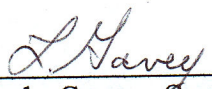
MOVED BY: Deb McCabe
SECONDED BY: Andreas Petersen

"THAT the meeting be adjourned at 11:30 a.m."

CARRIED



Andreas Petersen, President



Linda Gavey, Secretary-Treasurer