

O A C A
BOARD OF DIRECTORS MEETING
THURSDAY, APRIL 11, 2019 and
FRIDAY, APRIL 12, 2019

PRESENT:

President	-	Denise Rundle
Vice President	-	Christine Vigneault
Treasurer	-	Mark Hacon
Secretary	-	Kathy Lessard
Director	-	Cathy MacMunn
Director	-	Paul Morand
Director	-	Herbert Nobes
Director	-	Allison Goodwin
Director	-	Susan Votour

1. CALL TO ORDER

President Denise Rundle called the meeting to order at 3:00 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. APPROVAL OF MINUTES

MOVED BY: Allison Goodwin

SECONDED BY: Cathy MacMunn

THAT the Minutes of February 4th and 5th, 2019 Board meeting be approved, as circulated.

CARRIED

4. APPROVAL OF TREASURER'S PROFIT & LOSS STATEMENT

Mark provided a Statement of Profit & Loss Statement for the OACA Committee Member Training Videos Series together with a list of participating municipalities, an Adjusting Journal Entry Statement for the time period of January 1 to December 31, 2018, a Profit and Loss Statement for the time period of January 1, 2019 to April 9, 2019, and Balance Sheet as of April 9, 2019.

THAT the Treasurer's financial documentation, be approved as circulated.

CARRIED

5. REPORTS OF COMMITTEES/EVENT FACILITATORS

Education Committee

Training Videos:

Susan advised that we had recouped our costs for the training videos and would like to use the surplus money toward recording sessions at Conference and Seminar. The recorded sessions could be used to create a "Library" of educational videos that could be put up on the "Click for Course" format and charge a fee for viewing. She would like to try taping 2-3 of the Conference workshops. Susan provided a few cost estimates of various companies that could provide this service. SlidesLive provided a cost estimate, and are a North America wide company that can be available to any of our locations, without travelling cost to us, to shoot videos and provide a final product in a timely manner. If videos are done at Conference, notice to public of video

**OACA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, APRIL 11, 2019 & FRIDAY, APRIL 12, 2019 - PAGE 2**

recording and speakers' approval must be taken into consideration. The Board discussed such things as cost recovery and the time involved in the processing of the videos.

MOVED BY: Allison Goodwin

SECONDED BY: Herbert Nobes

THAT Susan pursue discussion with SlidesLive to complete two (2) videos of two (2) workshops on Tuesday at Conference of popular topics.

Accreditation:

Susan advised that she thought the accreditation requirement for Accreditation Committee Member (ACM) should also require the participant watch all of the video training series and that the OACA website be updated accordingly.

MOVED BY: Susan Votour

SECONDED BY: Allison Goodwin

THAT the Accreditation requirement for Accreditation Committee Member also include the OACA video series.

Finance Committee

Mark advised that the auditors mentioned that the Association may wish to invest money into a GIC as we are a not for profit association

MOVED BY: Susan Votour

SECONDED BY: Allison Goodwin

THAT Mark invest \$50,000.00 into a GIC, after June 1st, 2019

Mark provided a letter, dated March 22, 2019, by Millards, Chartered Professional Accountants as to the recommendations of the audit that was recently performed. Mark also advised that the Board may wish to reconsider if and when a full audit should be done in the future due to the cost and is not a requirement.

Administrative Services

A proposal was submitted by AZ Group, dated February 25, 2019, as to improvements and continual maintenance of the website, memberships, accreditations, Primer on Planning certificates, conference and event registration. The Board discussed the various advantages of contracting out services and how these would be tied to an independent 3rd party, which would provide continuity and an improved form of succession planning. This would provide more time for the Board to focus on the Associations' mandate of education.

MOVED BY: Susan Votour

SECONDED BY: Allison Goodwin

THAT Mark proceed to initiate a contract with AZ Group and authorize the contract, and also, authorize the payment of the 50% deposit, upon Board review of the contract, in order for AZ Group to commence the work following Conference.

Conference

Most members of the Board will be at the Westin Prince on Saturday, June 1, 2019 to prepare for the Conference. The contents and the delegate bags will be delivered to the hotel prior to the conference

E-voting procedure – would ask that a Board member be on each bus to encourage members on the bus to vote on their phones during Monday night commute to cruise

Networking Suite – Clear Lake Brewing is the sponsor for this and Paul will look after the license, alcohol and snacks. There will be a bartender hired for Sunday evening and Monday evening after the cruise

**OACA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, APRIL 11, 2019 & FRIDAY, APRIL 12, 2019 - PAGE 3**

Photographer – would like a photographer for headshots and maybe some photos of the workshops. Will email membership for any volunteers

Sponsorship – add a sponsor list on the Annual Report recognizing the sponsors

Brochure – Allison is looking at having a brochure done of the conference with the logo of #OACAINTHESIX

Nominees – have the nominees introduce the speakers for the workshops and also volunteer at the registration desk

Future Conference locations – 2020 Niagara Falls, 2021 Windsor, 2022 & 2023 – possibly Blue Mountain and Ottawa but will pursue this after this conference, 2024 London

Seminar

Allison discussed the various future seminar locations and the 4 potential workshop presenters (Tony Fleming, Rick O'Connor, Richard Bates and Megan Rueckwald)

Election:

Cathy advised that there isn't anything in the Constitution that says that we cannot do an election electronically. Voting electronically will promote all of the membership to vote, eliminate proxies and paper ballots, eliminates requirement of a scrutineer, in future all voting will be done prior to Conference, places the onus on the member to be more informed and address questions to Board prior to Conference, eliminates nominations from the floor, and members must ensure they have met the membership deadline in order to vote. Simply Voting requires the membership list and Nominee bios and at least one (1) week to process. Voting will be open after Monday plenary session around 2 p.m. and close Tuesday at 10 a.m. Assistance will be provided in a board room Tuesday from 9:00-10:00 a.m. Process is simple and promotion is crucial. The process was discussed and potential firewall issues will be looked at. Results will be provided in a report format and announced during conference by the President. Eleanor Hacon, Paul Brown will assist with electronic voting. Notice of electronic election will be provided in the hospitality suite, member forum, registration desk, posters and in a pamphlet. Approved election procedure and will be put on the OACA website and maintained yearly. Member lanyards will provide member ID and password. Laptop, tablet, available for voting, Signs with links and how-to, election set up, computer/tablets available for voting station at break outs. Conference call to Simply Voting and Autumn will send test email to board directors and from primary servers. Christine will send eblast as to ID and password and reminder of how. If any additions from floor, will just be the name and municipality.

Cathy MacMunn will be the chair for Nominations and returning officer and with assistance from Kathy. Board Directors and election assistants to promote evoting on bus Monday evening at conference.

Christine advised that she had received the following 11 nominations

Margaret Morrison – Town of Caledon
Pamela Aguilera, Regional Municipality of Durham
Robert Waind, Town of the Blue Mountains
Deb McCabe – Township of Ramara
Mark Hacon, Oxford County
Robin Shugan – Town of Collingwood
Sherry Mott – Norfolk County
Thomas Hill – Halton Hills
Joanne Haley – Township of South Glengarry
Tanya Bennett – Municipality of Marmora and Lake
Cara Raich – Town of Fort Erie

**OACA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, APRIL 11, 2019 & FRIDAY, APRIL 12, 2019 - PAGE 4**

Any nominations from the floor will not have their bio online and only their name and municipality will only be noted on Simply Voting. Can add their bio on a bulletin board. If any nominees do not get on the Board, they will be able to volunteer on Board Committees.

Governance

The Board reviewed the draft Constitution and provided amendments. A redraft will be provided to the Board Directors, and circulated for approval electronically so that a final version may be provided to the Membership. The Constitution was revised to remove sections referring to election proxy, scrutineers, ballots, honorary members must keep their membership current, transfer of a valid membership to another member, vacancy on board does not have to be filled to the next election.

MOVED BY: Christine Vigneault

SECONDED BY: Allison Goodwin

THAT the meeting be adjourned at 8:30p.m. on April 11th, 2019 and reconvene at 9:00 a.m. on April 12, 2019.

Call to Order

The President called the meeting to order at 9:00 a.m. on October 15, 2018

The Board was given a guided tour by the hotel staff of the conference facilities.

Other business/unfinished business:

- a) OPPI partnership – as to video series there are concerns as to having OPPI offer to their membership and maybe open the series to our membership when others have paid for their members and/or municipalities. Susan will further investigate for a more cost recovery option.
- b) Municipality of the Month – Susan has some articles that have not been published and we may wish to pursue composing a committee to do this task in the future.
- c) Bill 88 – wish Directors to send email in support of this.
- d) Primer on Planning – may wish to send a letter to various colleges to make them aware of our program. The Board may wish to discuss with AMCTO as to a better cost recovery. OACA may be underestimating our exposure and how we can promote on our own. Primer on Planning can be offered through Click 4 Course easily.

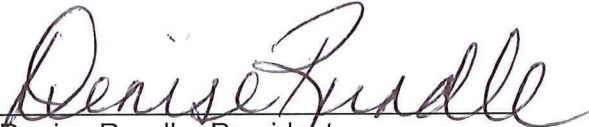
CONCLUDING BUSINESS

- a) Meet June 1, 2019 at around noon in the Canadiana room to order to organize and prepare for Conference
- b) Resolution to pay meeting expenses

MOVED BY: Christine Vigneault

SECONDED BY: Allison Goodwin

THAT the proper meeting expenses be paid, and that the meeting be adjourned.


Denise Rundle, President


Kathy Lessard, Recording Secretary