

## OACA EXECUTIVE MEETING MINUTES

**DATE & TIME:** Monday, November 23rd, 2020 - 6:00 p.m.

**LOCATION:** Conference Call (Zoom)

**PRESENT:** Christine Vigneault - President  
Tonia Bennett - Vice President  
Mark Hacon – Treasurer  
Kathy Lessard - Secretary  
Denise Rundle  
Ian Clendening  
Sean Kelly  
Trista DiLullo

**REGRETS:** Deb McCabe

**1. Welcome and Introduction of new Directors**

Christine Vigneault, President, welcomed the new Directors to the Board and introduced the existing Board of Directors.

**2. Roll Call** – the meeting commenced at 6:03 p.m.

**3. Approval of Agenda**

Moved by: Mark Hacon

Seconded by: Tonia Bennett

CARRIED

**4. Approval of October 26<sup>th</sup>, 2020 minutes**

Moved by: Mark Hacon

Seconded by: Tonia Bennett

CARRIED

**5. Approval of Treasurer's Reports**

The Profit & Loss Statement (January – October 31, 2020) and Balance sheet ending October 31, 2020)

Moved By: Sean Kelly

Seconded by: Ian Clendening

CARRIED

**6. Report of Committees & Education:**

**a) Conference & Seminar**

The board discussed the potential of conference and seminars in the next few years and it was determined that the conference for 2021 be postponed to a later year or cancelled. There is no assigned Director for these events but some of the Directors have volunteered to help with this. Christine will inquire if Deb can be the lead for future conferences as she has done this for past events.

**b) Finance and Administration**

Mark advised that the association is in a sound financial position.

Christine advised that the web administration is provided by an outside agency. Trista is composing an eblast survey to gather information on the composition of the membership of the association.

**c) Education**

**i) Webinar update**

Ian advised the webinar series is composed of four individual sessions, provided weekly on Tuesdays at noon, and the first session went well. There is a considerable amount of work in the organization of the webinars but this platform provides the best platform for education.

**ii) Primer on Planning**

Kathy and Denise advised that the 6<sup>th</sup> assignment has been completed by the students and exams are scheduled for December 7, 11<sup>th</sup> and 12<sup>th</sup>.

**d) Nominations/election**

Kathy advised that the first fully electronic election went well with quick certified results. There were 101 votes cast of the 342 members, providing a 29.5% voting ratio. The board discussed what can be done in future elections so that any questions posed to the nominees would be done fairly to all nominees, through the board and done so that the questions may be addressed at the nominees' convenience.

**e) Governance**

Christine advised the new Directors that she would forward the Code of Conduct to them for their signature and that all other governing documents are situate on the association's website.

**f) Legislation**

Sean advised that there are some upcoming changes to the Conservations Act which will trigger changes to the Planning Act. Sean has volunteered to provide information to the Board to incorporate into newsletters to the association.

**6. Other Business**

a) Christmas newsletter – an eblast will be sent out wishing holiday wishes and a newsletter will be done in the new year

b) OACA website will be updated with the new Director information and photos

**7. Scheduling of future meetings**

Due to the schedule of each of the Directors' municipal meetings the Board must ensure that meetings dates are scheduled at the end of each meeting.

**8. Adjourned at 7:08 p.m.**

The next meeting to be scheduled tentatively for January 12th, 2021 at 6:00 p.m.

*Christine Vigneault*  
President

Kathy Lessard  
Secretary