

OACA EXECUTIVE MEETING MINUTES

DATE & TIME: Wednesday, August 13, 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
Cara Raich

1. Roll Call – the meeting commenced at 6:11 p.m.

2. Events

Due to there not being a replacement for the Event Committee, the Board agreed that they would co-ordinate this task between themselves, until such time that this position has been filled.

The Board discussed the possibility of providing a fall Seminar which could be offered to the membership by way of webinars offered over a few days as a lunch and learn. There are tentatively five (5) speakers that Ian Clendening has contacted. Christine and Ian to follow up on this and determine costs. The Board discussed the possibility of a spring Conference and Mark will be inquiring as to the types of venue that may be available to the association. Tonia will look into speakers for these events. Kathy and Denise will reach out to Susan Votour to inquire if she would assist in providing her expertise with speaker videos and webinars for the seminar and possibly the conference.

3. Primer on Planning

Christine advised that the Primer on Planning course has been updated by Aird & Berlis. A marking template will be provided by Susan Votour to the Directors assisting with the marking.

4. Financial Update

Mark Hacon advised that the contract for the Holiday Inn was to be executed and a deposit paid and that the Windsor venue was an open contract. Mark also advised that the updated Primer on Planning would be available for the winter session. Mark advised the Board that Moneris flagged potential fraudulent activity and that security features have been added to our website to prevent any future issues.

5. Volunteers

Ian Clendening had provided a list of potential speakers and topics that could be utilized for a seminar. The Board discussed the possibility of a fall seminar with

speakers providing webinars shown through Slideslive over a few days as maybe a lunch and learn. This will be further looked into by the Board.

6. Other Matters

The Board accepted the resignation of Deb McCabe, Director, received on July 29, 2020.

Election

The Board discussed that due to the resignation of various Directors, an election should be held in order to fill these vacant positions, as soon as possible.

Moved by: Christine Vigneault
Seconded by: Mark Hacon

That the Association hold an election to fill the vacant Director positions **CARRIED**

The Board discussed the terms of the remaining Directors continue until the next Conference in order to provide a form of succession planning and continuity of the Association. The terms of the existing and future Directors of the Board will be determined at a future date.

Moved by: Mark Hacon
Seconded by: Tonia Bennett

That the terms of the existing Board Directors continue until the next Conference and new terms to be ascertained in the future. **CARRIED**

Administration

The Board discussed the option of purchasing a laptop to be used for the Association work by the Secretary and that 3 quotes be provided for approval.

Moved by: Mark Hacon
Seconded by: Christine Vigneault

That the Secretary provide three (3) quotes to the President and Treasurer for the purchase of a laptop for the work of the Association. **CARRIED**

OPPI Conference Invite

Christine advised that OPPI had provided an Invite to their fall Conference that would be held over a 4 day period. The Conference would be provided by virtual means.

Padfolio Logo

The Board was in agreement that the Association logo be located at the bottom of the padfolio.

7. Approval of Previous Minutes

Moved By: Christine Vigneault
Seconded By: Tonia Bennett

CARRIED

8. Adjournment

The meeting was adjourned at 6:54 p.m.

The next meeting to be scheduled tentatively for Wednesday, September 9, 2020 at 6:00 p.m.

Christine Vigneault

President

Kathy Lessard

Secretary