

OACA EXECUTIVE MEETING MINUTES

DATE & TIME: Thursday, June 9, 2020 - 6:00 p.m.

LOCATION: Conference Call (Skype)

PRESENT: Christine Vigneault (President), Mark Hacon (Treasurer), Denise Rundle (Director), Kathy Lessard (Director), Tonia Bennett (Director), Cara Raich (Director), Deb McCabe (Director)

Allison Goodwin (Event Update)

REGRETS: Cathy MacMunn (Director)
Deb McCabe (left call at 6:58 p.m.)

1. Roll Call
2. Approval of Agenda
 - a. Board Member Update
 - b. Appointment of Vice President
 - c. Updates to Financial Info/Signing Authorities
 - d. Event Planning & Next Steps

Moved By: D. Rundle
Seconded By: M. Hacon

CARRIED

3. Approval of Minutes – January 30 & 31, 2020 & June 9, 2020 to be approved next meeting.
4. Board Member Update

The Board accepted the resignation of Allison Goodwin, Vice President, and wish her the best in her new endeavor.

The Board discussed the COVID-19 emergency and impact on future election date and proceeded with a round table discussion to confirm ability of each Director to contribute to the work of the Board until next election.

Denise Rundle, Deb McCabe, Mark Hacon, Tonia Bennet, Kathy Lessard and Christine Vigneault confirmed ability to complete their term/contribute until next election.

Cara Raich advised that she could not complete the remainder of the term, however she would continue to assist with the work of the Board, however she cannot take on new roles/responsibilities.

The Board discussed that Cathy MacMunn had previously advised that she could not complete the remainder of her term and Kathy Lessard would be the Acting Secretary until the next election.

The Board discussed the status of a future election date and concluded that focus needs to remain on assisting members through communications and the delivery of education. As provided to the members (by email) on March 3, 2020, nominations, election and voting on constitutional changes will continue to coincide with the rescheduling of the Annual Meeting at this time.

5. Appointment of Vice President

The Board reviewed the Constitution with respect to vacancy of the Vice President.

Moved By: D. Rundle

Seconded By: K. Lessard

That Tonia Bennett be nominated for the position of Vice President.

The Board acknowledged Tonia for her contributions during her first term on the Board.

Tonia Bennett accepted the nomination.

CARRIED

6. Updates to Financial Info/Signing Authorities

Mark Hacon to forward a copy of the approved/signed June 9, 2020 minutes of the Board of Directors to the Association's financial institution to update signing authorities as required.

7. Event Planning & Next Steps

Allison Goodwin joined the call to provide an update on events, which included:

- Niagara Conference postponed until 2023, 2020 deposit (\$41,500) to be returned and next deposit will be due in June 2021 (\$12, 500).
- Peterborough Seminar has been postponed until September 2021.
- 2021 Conference in Windsor on schedule
- 2022 Conference in Blue Mountain on schedule

Allison advised that all event documentation has been uploaded and can be accessed through the Board's sharepoint site. She agreed to continue to help out as needed.

The Board discussed the following next steps:

- a) E-blast the membership providing them an update on upcoming events, include small survey to gather data on what issues municipalities are facing and what types of learning modules they would like to see the Association

implement moving forward, encourage member involvement through sub-committees. Cara Raich to compose e-blast to membership.

Discussions stressed that delivery of education is a priority of the Board. Proving a webinar in the fall was discussed, content may be determined through member survey.

- b) The Board will continue to meet (virtually) monthly to discuss 1-2 specific items.
- c) The Board tabled the appointment of the Event Chair until the next meeting and stressed the importance of having members of the Association involved in the work of the Board through sub-committees.
- d) The Board agreed to provide free access to the Workshop Presenter Series for 3 weeks. The Workshop Presenter Series includes the following workshops from previous events:

Cannabis Production & Processing
Basis for Decisions
Principals of Adjudication
Understanding Easements

Christine Vigneault to work with web admin to upload videos and an e-blast will be sent to members once complete.

8. Adjournment

The meeting was adjourned at 7:25 p.m.

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

Christine Vigneault

President

Kathy Lessard

Secretary